Magdalen College Oxford

Development Administrator
Job Reference: DO18001
(Part-time, 25hrs per week)

FURTHER PARTICULARS

Magdalen College is seeking to recruit a bright and enthusiastic team player to join its Development Office. Working closely with the rest of the Development Team, the Development Administrator will be involved in supporting a wide range of fundraising and alumni engagement activities in one of the largest College Development Offices in Oxford.

The position requires excellent IT, numerical, organisational, administrative and communication skills, as well as a high level of accuracy and flexibility, and the ability to work independently. The successful candidate will be cooperative and willing to help – a good team player in a small friendly office.

Job Description

The principal duties of the post will be:

- Dealing with general enquiries from alumni by telephone, email and post
- Supporting the Data Insight & Research Officer with gift administration and updating database records
- Providing additional administrative support for the Development Officer during telethon campaigns
- Supporting the Development Director with travel arrangements and preparation for meetings
- Providing administrative support for the College’s alumni events programme
- Circulating papers for committee meetings (which have been prepared by the Deputy Director), and coordinating attendance at the meeting
- Organising the distribution of alumni cards to leavers
• Regular tasks will include: dealing with the post, sending invoices to accounts for payment, scanning correspondence, keeping filing up to date, maintaining stationery levels, and answering colleagues’ telephones in their absence.

• Providing general office administrative support

• Any other appropriate tasks as deemed necessary for the successful functioning of the Development Office

The Development Administrator reports to the Deputy Director and liaises with staff, Fellows and alumni.

Person Specification

Essential

• First-class organisational skills
• A proven track record in managing a diverse workload with competing priorities and deadlines
• Ability to be flexible, proactive and have a positive outlook
• Excellent IT skills, including confident use of the Microsoft Office suite, (Word, Excel, Outlook and Power Point). An aptitude for working with databases, entering data quickly and accurately. Willingness to learn new computer packages
• A high level of numeracy
• Excellent writing skills
• A team player
• Thorough and excellent attention to detail
• Diplomatic and polite
• Punctual and reliable
• Confident on the phone
• Sociable and friendly
• A high standard of personal presentation and appearance
• An interest in development work and the higher education sector

Desirable

• Educated to degree level or equivalent
• Experience of working with contact management databases, in particular DARS or Raisers’ Edge
• Experience of working in an Oxford College or University
• Experience of working in a busy office environment
Salary and Benefits

The salary will be in the range £24,983 to £28,098 (pro rata), University Grade 5.

Benefits include:

- Optional membership of contributory pension scheme
- Free lunches
- Car parking may be available
- Use of sports facilities
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Holiday entitlement is 30 days per annum plus bank holidays (pro rata). Some restrictions may apply when holiday cannot be taken to ensure the smooth running of the Development Office. Some set days holiday must be taken when the College is closed

Training

Training in the use of the Development Office database (DARS) will be given, and other training can be arranged as required.

Hours of Work

25 hours per week (0.68 of full-time hours), Monday to Friday. It is anticipated that core hours will be 9.30am-2.30pm although there is some flexibility available.

Applications

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at http://www.magd.ox.ac.uk/job-vacancies/) to Human Resources Assistant, Magdalen College, Oxford, OX1 4AU, or human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 Noon on Monday 10th September 2018. Interviews are expected to take place on Tuesday 18th September. Late or incomplete applications will not be accepted.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.