Magdalen College
Oxford

DEVELOPMENT OFFICER
(Job Reference: DO18004)

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 Officer will be responsible for the regular giving programme and will be involved in a wide range of fundraising and stewardship activities.

The College

Magdalen College, founded in 1458, is one of the largest colleges in Oxford and like all other colleges, it is an independent, self-governing establishment within the University of Oxford. Magdalen has some of the most beautiful buildings in Oxford, and is set in 100 acres of grounds which include the Deer Park and Addison’s riverside walk. Magdalen has a strong academic tradition with nine Nobel Prize winners having been Fellows or students at the College.

The Development Team

The College has a long established Development Office with a team of eight, making it one of the larger Development Offices in Oxford. Magdalen is fortunate to have a highly engaged pool of over 8,000 alumni spread across the world, and concentrated in the UK and North America. Development and alumni relations at Magdalen has the full support and engagement of the President and wider Fellowship of the College. The successful candidate will work alongside the Interim Director of Development, the Deputy Director of Development & Head of Alumni Engagement, the Senior Development Executive (Major Gifts), the Data Insight & Research Officer, the Alumni Engagement Officer, the Communications Officer, and the Development Administrator. While each member has specific responsibilities, it is a friendly “all hands on” office where considerable teamwork is encouraged and expected. The Development Office at Magdalen College has enjoyed considerable success over the past two decades, and following the completion of our Longwall Library Fundraising Appeal we are in the process of planning the next stage of fundraising and alumni engagement at the College.

The Post

Magdalen is looking for a talented and proactive Development Officer with outstanding organisational skills and a high level of motivation to be responsible for the delivery of the regular giving programme. Working closely with the rest of the Development Team, the Development Officer will be involved in a wide range of fundraising and stewardship activities. The post provides an excellent opportunity for
an individual to begin or further a career in development within one of the largest development offices in Oxford, and to be an important member of one of the world’s most prestigious educational institutions, working in unique and iconic surroundings, as part of a well-staffed, ambitious and cooperative team.

Previous experience of fundraising is not a prerequisite; however you will need to demonstrate excellent IT, numerical, organisational, administrative and communication skills, as well as a high level of accuracy and flexibility and the ability to work independently, as well as be a cooperative team player.

The successful candidate should be educated to degree level or equivalent, and have experience of working in an office environment and successfully delivering projects on time. You will be ambitious and target-driven and have the ability to work with large amounts of data quickly and accurately.

The post holder may occasionally be required to attend events outside normal working hours, for which time off in lieu will be given.

**Reporting**

The Development Officer will report to the Deputy Director of Development & Head of Alumni Engagement. They will work closely with other members of the Development team, as well as other key members of the College’s staff, Fellowship, and students.

**Responsibilities**

- **Telephone fundraising**: managing and delivering the Telethon programme (working with telethon consultants). This will include managing the call room, segmentation of data, setting of ask amounts, student caller recruitment and distribution of pre-call and post-call materials.

- **Postal fundraising**: delivering a comprehensive Mailing programme, including working with the Communications Officer to produce fundraising brochures and materials.

- **Email fundraising**: developing online giving via email campaigns and social media, to include exploring new methods such as crowdfunding.

- **Stewardship**: helping to implement a comprehensive stewardship programme for regular giving, including special events, invitations, reports and communications.

- **Developing a young alumni giving programme**.

- **Working with the Development Administrator and Data Insight & Research Officer to process gift administration**.

- **Attending alumni events where appropriate**.
• Managing the development email inbox and being the main point of contact for regular giving queries

• Providing general assistance in the absence of the Development Administrator (holidays, illness etc.) to include dealing with the post etc.

The list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your line manager to ensure the Development Office can operate an efficient service at all times.

**Person Specification**

**Essential:**
- Excellent IT skills, including confident use of Excel. An aptitude for working with databases and working with large amounts of data quickly and accurately. Willingness to learn new computer packages.
- Exceptional organisational and administrative skills, experience of working in a busy office
- Excellent attention to detail and high levels of accuracy
- Excellent writing and verbal communication skills
- A high level of numeracy
- A proven ability to prioritise successfully, manage competing deadlines and to remain calm under pressure
- Flexible, adaptable and reliable, with good time-keeping skills
- Ability to work well within a team, work unsupervised and under own initiative with minimum supervision
- An outgoing and sociable personality with a genuine interest in people and the ability to relate to all ages
- A diplomatic and polite approach
- Ability to work outside of normal office hours
- Ability to think strategically and translate ideas into action
- Well-presented and demonstrating a professional approach to work at all times
- Proactive and with a can-do attitude
- Educated to degree level, or equivalent

**Desirable:**
- Experience of fundraising
- Experience of working on telephone campaigns, either as a former caller or call room supervisor
- Experience of working in an Oxbridge College or a Higher Education Institution
- Experience in using contact management databases such as DARS or Raiser’s Edge

**Salary and benefits**

The salary is at Grade 5 (currently £25,482 to £30,395 per annum) depending on experience.

Benefits include:
- Membership of contributory pension scheme
- Free lunches in College
- 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. 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 over Christmas.

**Hours of Work**

36.5 hours per week, Monday to Friday. There may be a need to work occasional evenings or weekends at events, for which time will be given in lieu.

**Applications**

Interested applicants should submit the following:

- Covering letter that summarises your interest in the post and provides evidence of your ability to match the criteria in the person specification
- College application form
- Recruitment Monitoring Form

Applications should be sent to the 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 3rd December. Interviews are expected to take place on Monday 10th December. 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/.