



Magdalen College
Oxford

DATABASE MANAGER
(Job Reference: DO21001)

Further Particulars

The Development Office at Magdalen College has enjoyed considerable success over the past two decades, and we are in the process of planning the next stage of fundraising and alumni engagement at the College.

We are looking for a Database Manager to help take us to this next stage; someone with strong analytical skills and an inquisitive and logical mind, who will join an established team of seven fundraising and alumni engagement professionals. You will be an important member of one of the world's most prestigious educational institutions, working in unique and iconic surroundings, and be part of a friendly and dynamic team.

This is an opportunity for an ambitious individual who enjoys a challenge to play an integral role in helping design and progress our strategy, with the potential to make a significant lasting impact.

Job Description

The Database Manager has a vital, varied and interesting role within the Development Office, with the opportunity to drive the strategy forward using data analysis, prospect research and process development. You will have responsibility for the management of the database, financial reporting and assisting the Development Manager with delivering the regular giving programme. The person appointed will be expected to be proactive, flexible and to be able to produce statistics and analysis, often at short notice.

The Database Manager will report to the Development Manager. In summary, the principal tasks will include:

- Helping devise new systems and processes to enable the work of the office to be carried out with ever greater efficiency and effectiveness
- Responsibility for maintaining the overall quality of our 8500 alumni records, including collecting and cleaning data on a regular basis, with the support of the Development Administrator
- Taking the role of the DARS (Development and Alumni Relations System) Super User, participating on DARS user committees and steering groups when required and acting as a point of contact for all in the office with any database related questions, including fundraising, revenue, events and communications
- Managing the gift processing, with the support of the Development Administrator, including: ensuring all gift information is recorded, processed and acknowledged in a timely fashion, uploading all regular donations to the

database, reconciling gifts on a monthly basis and completing the monthly Gift Aid claim

- Producing financial reports for internal and external audiences, including the annual Benchmarking report
- Identifying and acting upon new data requirements, including, but not limited to, Data Protection and Gift Aid
- Creating new reports and carrying out data analysis to guide our strategy forward
- Analysing and segmenting data to improve targeting for the regular giving programme and fundraisers' approaches
- Working with the fundraisers to manage the prospect pipeline, including overseeing and managing the research process and implementing an efficient prospect management and categorisation system on the database, to ensure our prospect pipeline is always moving forward

Personal specification

ESSENTIAL

- An analytical and logical mind
- A high level of numeracy
- Excellent attention to detail
- Extensive experience of handling very large and complex datasets
- Experience of using data analysis to help inform decision-making
- Very advanced Excel skills and excellent use of the rest of the Microsoft Office toolset
- Excellent oral and written communication skills, including the ability to relate confidently and effectively to users at all levels
- Proven track record of planning and taking responsibility for a range of data-related tasks including managing deadlines successfully and working effectively as part of a wider team
- Ability to prioritise workload and to work well and collaboratively under pressure
- A great team player, proactive and with a can-do attitude
- Experience of Blackbaud CRM, Raiser's Edge or a similar CRM database
- Understanding and experience of the HE fundraising sector
- Experience of process analysis, process development and process improvement

The College particularly welcomes applications from Black, Asian, and Minority Ethnic Candidates.

Salary and Benefits

The salary will be on the University Grade 6 scale £29,614 to £35,326 per annum, with a discretionary range to £38,587 for exceptional and experienced candidates. Salary progression beyond this is subject to performance.

Benefits include:

- Membership of contributory pension scheme
- Free lunches
- Car parking may be available
- Use of sports facilities
- Cycle to work scheme

- 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.

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements for Adoption Leave, Shared Parental Leave, and Paternity Leave are also in place. Magdalen College has a priority claim in the University nurseries.

Hours of Work

36.5 hours per week, Monday to Friday. The hours of work will generally be 09.00 to 17.00, with a 16.00 finish on a Friday. There may be an occasional need to work evenings or weekends, which will be agreed by prior arrangement with the Development Manager. Under these circumstances, time will be given in lieu. Flexible working, with the potential for some remote working, will be considered.

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 8th November 2021. Interviews are expected to take place on Monday 15th November 2021. **Late or incomplete applications will not be accepted.**

Magdalen College is an Equal Opportunities Employer.

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/>.