DATA AND ANALYTICS MANAGER (Maternity Cover)
Development Office

Fixed-term contract 12 months
Full time 37.5 hours
(Job Reference: DO23002)

Further Particulars

Magdalen College, founded in 1458, is one of the largest and most beautiful of the 39 Colleges of the University of Oxford, with a 120-acre site including the landmark Great Tower beside Magdalen Bridge, a deer park, and riverside walks around the water meadow. The College has over 600 student members, both graduate and undergraduate. There are 75 Fellows who form the Governing Body, and approximately 160 non-academic College staff. Information about the College is available on our website at www.magd.ox.ac.uk.

The Development Office at Magdalen College is responsible for fundraising and alumni engagement, and comprises seven members of staff plus the College Communications team. This is an exciting time for the College as we gear up for an exciting major capital campaign.

We are looking for maternity cover for our Data and Analytics 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 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.

Job Description

The Data and Analytics Manager has a vital, varied and interesting role within the Development Office, with the opportunity to inform the strategy using data analysis, prospect research and process development. They will have responsibility for the management of the database, oversight of financial reporting, and supporting the Development team with segmented data for mailings. The person appointed will be expected to be proactive, flexible and to be able to produce statistics, analysis and data lists, often at short notice.

The Data and Analytics Manager will report to the Deputy Development Director and Head of Alumni Engagement. In summary, the principal tasks will include:
- Maintaining existing reports and creating new reports to improve the visibility of information for the team. Carrying out data analysis to inform and guide our strategy.
- Analysing and segmenting data to improve targeting for the regular giving programme and fundraisers’ approaches. Collating and preparing data ahead of large mailings.
- Writing and reviewing queries for colleagues
- Working with the fundraisers to manage the prospect pipeline, including overseeing and managing the research process, to ensure our prospect pipeline is always moving forward
- 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 Assistant
- Taking the role of the DARS (Development and Alumni Relations System) Super User and acting as a point of contact for all in the office with any database-related questions, including fundraising, revenue, events and communications
- Oversight of gift processing undertaken by the Development Assistant including: ensuring all gift information is recorded, processed and acknowledged in a timely fashion, all gifts have been uploaded and reconciled correctly and the monthly Gift Aid claims are completed
- 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

**Personal specification**

- Experience of Blackbaud CRM, Raiser’s Edge or a similar CRM database (experience of DARS particularly desirable)
- Extensive experience of handling large and complex datasets
- An analytical and logical mind
- A high level of numeracy
- Excellent attention to detail
- 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
- 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 £31,502 to £37,386 per annum, with a discretionary range to £40,745 for exceptional and experienced candidates.

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

37.5 hours per week, Monday to Friday. The hours of work will generally be 09.00 to 17.00. 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 hybrid working, will be offered.

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 31st July 2023. Interviews are expected to take place during the week of 7th August 2023. 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/.