



MAGDALEN
COLLEGE

DEVELOPMENT TRAINEE

12 months - fixed term

About **Magdalen**

Magdalen College, founded in 1458, is one of the largest and most beautiful of the colleges of the University of Oxford, set in 100 acres of grounds which include the Deer Park and Addison's riverside walk. Our community includes more than 400 undergraduates, over 230 graduate students, 75 Governing Body Fellows, and some 140 non-academic staff, as well as over 7,800 alumni from all over the world.

For more than 500 years it has been the home of politicians, poets, scientists, adventurers, entrepreneurs, and 10 Nobel laureates, as well as being a choral foundation with an internationally renowned choir. The College, in conjunction with the University, provides a world-class education through small-group tutorials and academic supervision, and facilitates research of the highest international quality. Magdalen provides an outstanding collegial experience for all members of its community, with first-rate facilities and a rich tradition of cultural and sporting activities. Equality of opportunity is paramount: students are admitted based on their academic potential, while students with limited financial means are supported by the Oxford Bursaries scheme and the College's generous Student Support Fund.

As a registered charity, the College's funds and endowment are managed to realise its charitable aims and deliver its academic and heritage missions.

This appointment comes at an exciting time in the College's long, distinguished history as we undertake Magdalen's biggest fundraising campaign to date.



The Team

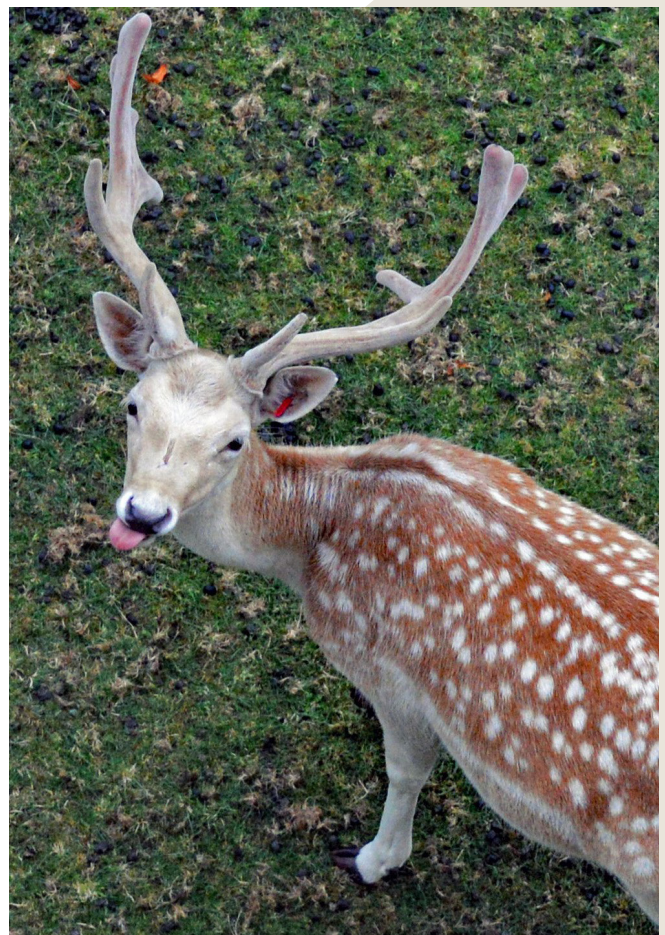
The College has a long-established and well-resourced Development Office with a team of eight, making it one of the larger Development Offices in Oxford. The successful candidate will work for the Director of Development, and alongside the Deputy Director of Development & Head of Alumni Engagement, the Development Manager, the Data & Analytics Manager, the Alumni Strategy & Engagement Manager, the Alumni Engagement Officer, and the Executive Assistant to the Development Director. While each member has specific responsibilities, it is a friendly “all hands on” office where considerable teamwork is encouraged and expected.

Magdalen has a highly engaged pool of over 7,800 alumni spread across the world, and concentrated in the UK and North America. Development and alumni relations at Magdalen has a strong track record and the full support and engagement of the President and wider Fellowship of the College. Magdalen’s Development Office is responsible for engaging alumni through a variety of events, communications, philanthropic participation and volunteering opportunities. Around 1,200 of the College’s alumni make donations to the College each year, while c.1,500 alumni attended at least one event last year.

Magdalen’s social media enjoys one of the highest levels of engagement across the

collegiate University and increases the College’s global reach.

The College’s approach to fundraising is founded on high levels of positive alumni engagement in order to attract, steward, and maintain support from donors and prospective donors. We are currently in the early stages of the College’s biggest ever fundraising campaign, with each of the last three years being a record fundraising year for the College.



The Post

Magdalen College is seeking to recruit a recent graduate as a Development Trainee to support the work of its Development Office. This is a fixed-term 12-month post designed to equip the post-holder with the skills and experience for future progression in a development, alumni relations, fundraising or external relations career. Training and networking opportunities will be provided and encouraged.

The Development Trainee will play a vital and varied role in the team, supporting a wide range of fundraising and alumni relations activities. The position requires a highly-

organised individual with keen attention to detail, high levels of accuracy, and excellent administrative, IT, written and numerical skills.

This is a full-time fixed-term office-based position.

Occasionally the post-holder may be expected to attend events in the evenings and at weekends for which time in lieu will be awarded.



The Post

Reporting

The Development Trainee will report to the Development Manager. They will work closely with other members of the Development team as well as key members of the College's staff.

Responsibilities

Gift Administration

Assisting with:

- Processing and recording gifts on the database
- Monthly accounts reconciliation

Fundraising support

- Supporting the Development Manager with the preparation and delivery of campaigns and appeals
- Helping with copywriting, data analysis, content generation, and project management
- Undertaking prospect research and supporting the prospect pipeline process
- Helping with profile reports

Event Support

- Support with event administration. Tasks include; preparing guest lists, creating name badges, highlighting key prospects and assisting with guest registration
- Occasionally provide hands-on support at alumni and College events to help ensure their smooth and professional delivery.

General Administrative Support

Providing efficient administrative and organisational support to the Development Office, including:

- Responding to general enquiries via email, telephone and letter
- Answering the telephone and taking messages for colleagues; dealing with incoming post; delivering outgoing post
- Organising the office environment, including ensuring printers are well stocked and working, shredders are emptied; and the office kept tidy and organised
- Helping to maintain the alumni database, keeping it up to date and accurate; inputting changes and additions and flagging to colleagues when relevant information is received; and processing returned mail
- Supporting colleagues with admin-heavy projects e.g. printing, collating and circulating documents
- Preparing condolence letters from a template
- Collating office credit card receipts

This list includes the principal responsibilities of the role but is not exhaustive. Other duties may be specified by the Development Manager from time to time.



Person Specification

Essential

- Educated to degree level
- Numerate, accurate and comfortable handling financial data
- Aptitude for maintaining and managing information on a database
- Excellent written and spoken English, including accurate grammar, spelling and punctuation
- Ability to manage competing priorities within a busy and demanding environment
- Initiative, common sense, good judgement and the ability to work unsupervised
- Strong IT skills, particularly Microsoft Office (including Outlook, Word, Excel, PowerPoint)
- Highly organised, impeccable attention to detail in all work undertaken
- Polite telephone manner and good interpersonal skills
- Professionalism, tact and discretion in dealing with others and handling confidential information
- Able to work calmly under pressure, to prioritise and manage varied workloads
- High personal and professional standards, a strong work ethic and a sense of responsibility
- Concern for quality, accuracy, thoroughness, clarity and conciseness
- Provide information on a timely basis and in a usable form to others who need to act on it
- Work proactively and take opportunities to improve quality
- Understanding of alumni and College expectations
- Punctuality and good timekeeping
- Willing to consult, seek advice, receive feedback, adjust working methods and work effectively and positively within a team
- An interest in fundraising and belief in higher education and the aims of the College

Desirable

- Working knowledge of an Oxford college
- Experience of fundraising (e.g., crowdfunding or as a telethon caller)
- Experience of copywriting
- Experience of preparing presentation documents and materials

Salary and Benefits

The salary is at Grade 4 of the College Unified Pay Scale, currently £26,338 per annum, plus Oxford Location Allowance £1,500 per annum.

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.
- 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 08.30am to 17.00pm, or 9.00am to 5.30pm, with unpaid breaks totalling one hour per day. This is an office-based role at Magdalen College, Oxford, OX1 4AU.

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 www.magd.ox.ac.uk/job-vacancies/) to Human Resources, 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 midday on Thursday 26th June 2025. Interviews are expected to take place during the week commencing Monday 30th June 2025.

Magdalen College is an Equal Opportunities Employer.

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/>.

