



MAGDALEN
COLLEGE

EXECUTIVE ASSISTANT (EA)
to the Development Director

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.



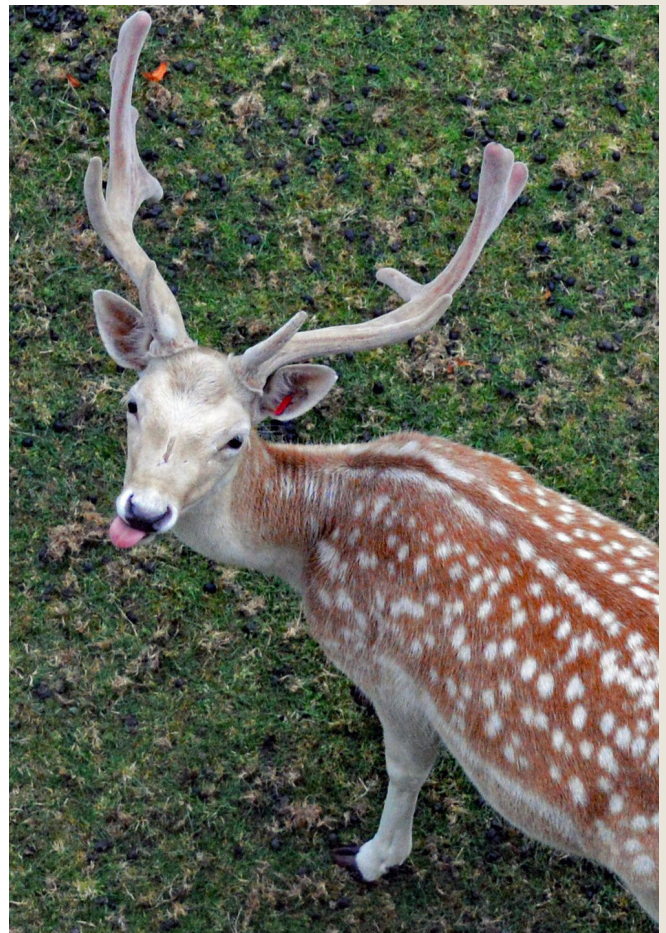
The Team

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 Development Assistant. 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 highly motivated and versatile Executive Assistant (EA) to the Development Director.

The role of the EA to the Development Director is:

(1) to provide comprehensive and efficient support to the Director in all aspects of their work to facilitate the smooth and effective performance of the Director's role;

(2) to provide administrative support to the wider Development Office.

The duties of the EA to the Development Director are listed below and should not be regarded as exhaustive. The postholder will report to Development Director with whom they will be expected to work flexibly and closely, and to perform other duties appropriate to this post, as instructed by the Director. They will work closely with other members of the Development team as well as key members of College staff.



Responsibilities

Supporting the Development Director in all aspects of their work

including but not limited to:

- Providing administrative and secretarial support for the Director including diary management, arranging meetings and appointments, handling correspondence and general administration.
- Managing the Director's prospect plans on the database, including writing up contact reports of the Director's meetings, adding interactions, and keeping track of planned steps and progress via weekly meetings with the Director.
- Arranging travel and accommodation for the Director and producing travel itineraries for trips abroad.
- Preparing and sending briefings and profile reports to key stakeholders ahead of meetings and events.
- Organising the Director's meetings with alumni, including booking rooms in College and arranging/checking refreshments as required, and arranging dinner, parking and accommodation for the Director's guests.
- Researching and booking venues for lunch and dinner meetings.
- Regular meetings with the President's PA to align diaries.
- Drafting gift agreements.
- Assisting with the preparation for the termly Development and Alumni Relations Committee (DARC) meeting and annual Magdalen College Development Trust (MCDT) AGM, including the collation and circulation of papers, sending invitations, tracking responses, booking meeting rooms and taking minutes. Processing the Director's expense claims.

Administrative support to the Development Office

including but not limited to:

- Supporting the effective running of the Development Office, which encompasses both fundraising and alumni engagement activities.
- Ensuring the office has cost-effective sourced supplies of stationery and event equipment.
- Supporting with the maintenance of Health and Safety policies and processes for the office, and attending termly Health and Safety committee meetings to take minutes.
- Dealing with telephone enquiries to the Development Office.



Person Specification

Essential

- Experience of working as a personal assistant, executive assistant or administrative assistant at a senior level.
- Ability to manage and prioritise a varied and busy workload to deadlines calmly and efficiently.
- Experience of supporting senior members of staff including complex diary management.
- Excellent communication and interpersonal skills, with the ability to liaise with people at all levels, both internally and externally.
- Excellent organisational skills and efficiency coupled with sound judgement. The ability to use initiative and assume a high-level of personal responsibility in dealing with issues or problems.
- Understanding the need for confidentiality when dealing with sensitive information or correspondence, and an ability to exercise a high degree of tact and discretion.
- Initiative, energy and enthusiasm, and the ability to work both independently and as part of the wider Development team.
- The ability to work to a high level of accuracy with a keen eye for detail
- Professional appearance and good timekeeping

Desirable

- Experience working in the higher education or fundraising sectors
- Experience using CRM databases, particularly DARS or Raisers Edge

Salary and Benefits

The salary is at Grade 5 of the College Unified Pay Scale (currently £29,959 - £38,249 per annum depending on experience 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/>.

