



ALUMNI ENGAGEMENT
COORDINATOR

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 nearly 400 undergraduates, over 280 graduate students, 75 Governing Body Fellows, and some 140 non-academic staff, as well as over 9,400 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. The College's

largest single asset is the Oxford Science Park, which provides an ongoing source of income.

Over the next decade, Magdalen's strategic goals will be:

1. the pursuit of academic excellence, broadly defined
2. fostering a welcoming, inclusive, and cohesive community
3. making a substantial contribution to the public good.

We shall continue to treasure the unique beauty and traditions of Magdalen, whilst ensuring that the College provides a sustainable and forward-looking environment, supports individual needs, and enables all those who live, work and study at Magdalen to thrive.

Our specific objectives include a substantial increase in the number of graduate students, with funding for those who need it; growing our flagship Access & Outreach programme; and some transformational building projects including the provision of upgraded accommodation for undergraduates, and a new café in the heart of the College.

This appointment comes at an exciting time in the College's long, distinguished history with Magdalen's biggest and most successful fundraising campaign to date underway.



The Team

The College has a long-established Development Office with a team of eight (not including the Communications Team), making it one of the larger Development Offices in Oxford.

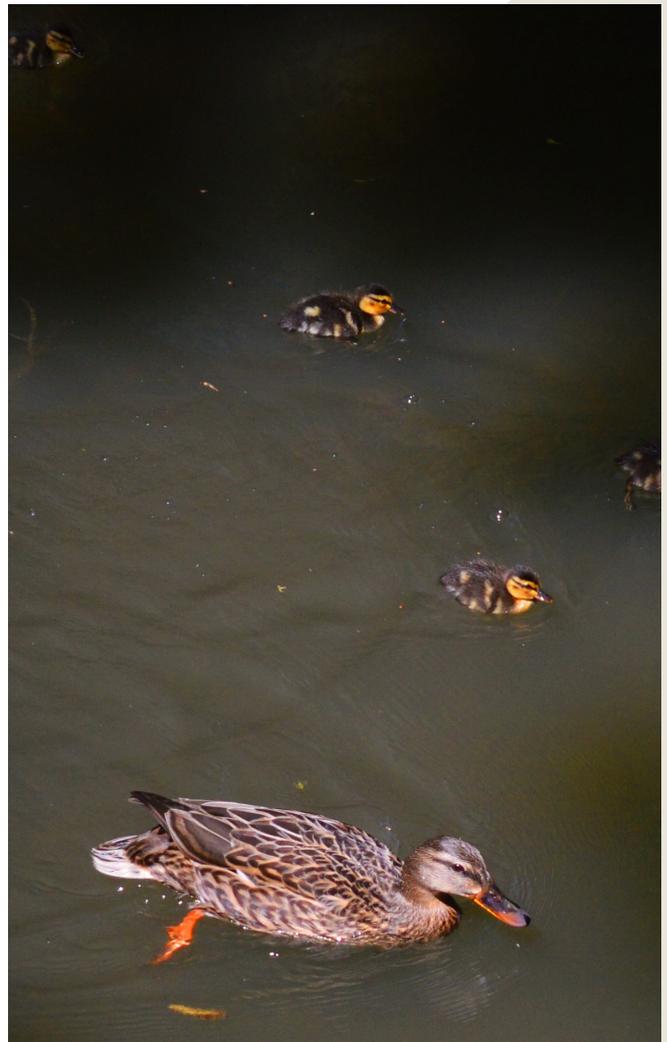
The successful candidate will report to the Alumni Engagement Manager, and will work alongside the Director of Development, the Deputy Director of Development & Head of Alumni Engagement, the Development Manager, the Data & Analytics Manager, the Development Coordinator, and the Development Trainee. While each member has specific responsibilities, it is a friendly “all hands on deck” office where considerable teamwork is encouraged and expected.

Magdalen has a highly engaged pool of over 9,400 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.

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 around 1400 attend at least one event each year.

Magdalen’s social media enjoys one of the highest levels of alumni 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.



The Post

Magdalen is looking for an efficient and proactive Alumni Engagement Coordinator to support the Alumni Engagement Manager with the delivery of the College's flourishing alumni events programme. This is a busy and exciting hands-on role, with the postholder expected to attend the majority of the events (predominantly in College and London), for which time off in lieu will be given.

The post holder will play a vital part in building and developing relationships with alumni. They will be the first port of call for alumni contacting the College and attending events.

This is a great opportunity to be an important member of one of the world's most prestigious educational institutions, working in unique and iconic surroundings, as part of an ambitious, friendly and cooperative team.

While previous experience of running events is not a prerequisite, you will need to demonstrate a proven ability to manage multiple projects to tight deadlines, an eye for detail, and a convivial manner with alumni.



Reporting

The Alumni Engagement Coordinator will report to the Alumni Engagement Manager. They will work closely with other members of the Development team, as well as other key members of the College's staff, Fellowship, students and alumni.

Responsibilities

Supporting the Alumni Engagement Manager with the delivery of the alumni events programme, including:

- Assisting the Alumni Engagement Manager with arranging events in College and outside Oxford (including booking venues, catering, finding dates, budgeting costs, inviting speakers, choosing menus etc.)
- Lead responsibility for certain events from start to finish, such as Alumni Formal Hall, Young Magdalen drinks receptions, and other events as determined by the Alumni Engagement Manager
- Managing the Alumni email inbox
- Processing event bookings
- Setting up events for booking on DARS (the alumni database) and online booking systems
- Management of the Alumni webpages, adding events and updating our alumni benefits pages
- Creating/designing event invitations in Mailchimp/Stripo
- Sending out event invitations by email through the database and occasionally post
- Event administration, e.g. producing seating plans, guest lists, name badges, place cards and menu cards for events
- Attending events as the primary event manager or secondary event manager
- Managing the mini-mentorship programme matching alumni and students for careers advice
- Any other tasks duties and responsibilities not listed above which can be reasonably be expected to be performed or undertaken by an Alumni Engagement Coordinator.

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:

- Highly organised, able to plan and prioritise effectively
- Ability to thrive and work calmly under pressure
- Meticulous attention to detail
- Excellent written and verbal communication skills
- Ability to work on one's own initiative with minimum supervision
- High level of computer literacy
- Ability to work well within a team
- Ability to think strategically and translate ideas into action
- Willing to travel and work outside normal office hours
- Well-presented and demonstrating a professional approach to work at all times
- Proactive and with a can-do attitude
- Thrives on in-person interactions, building relationships and connecting with new people

Desirable:

- Understanding of and familiarity with Oxford and the collegiate system
- Experience with databases
- Experience of managing events
- Understanding and experience of the HE fundraising sector and alumni relations

Salary and Benefits

The salary for the post will be on the scale £30,378 – £35,608 per annum (Grade 5 of the College Unified Pay Scale), depending on skills and experience, plus Oxford Location Allowance of £1,730 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

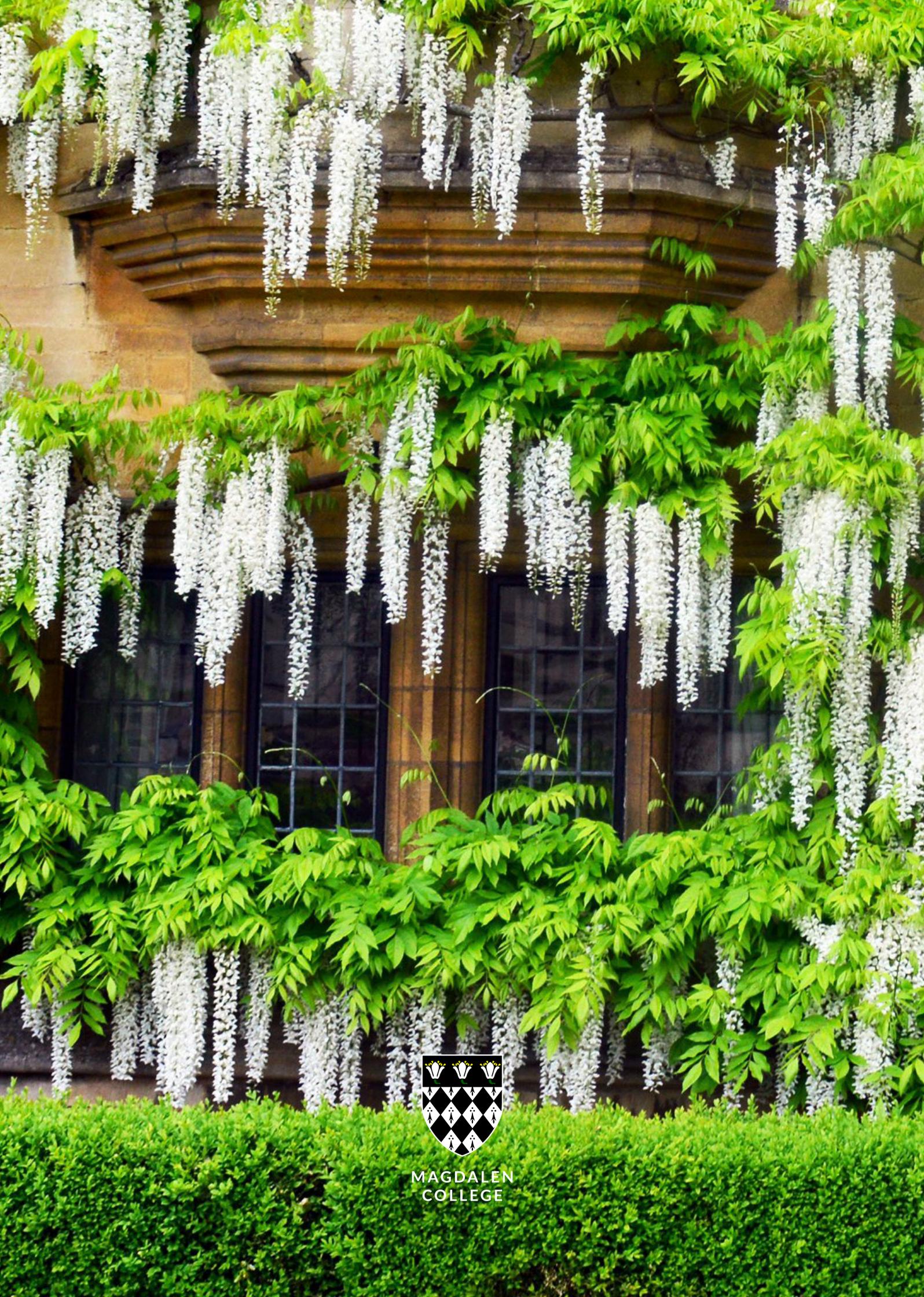
37.5 hours per week, Monday to Friday. The hours of work will generally be 09.00 to 17.30. There will be a need to work some evenings or weekends at events, for which time will be given in lieu. Hybrid working available.

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 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. Late or incomplete applications will not be accepted. The closing date for receipt of applications is **midday on Tuesday 31 March**.

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/>.



MAGDALEN
COLLEGE