



---

CAMPAIGN COMMUNICATIONS  
OFFICER  
(Job Reference: DO26002)

# 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 fundraising campaign to date underway.



# The Team

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

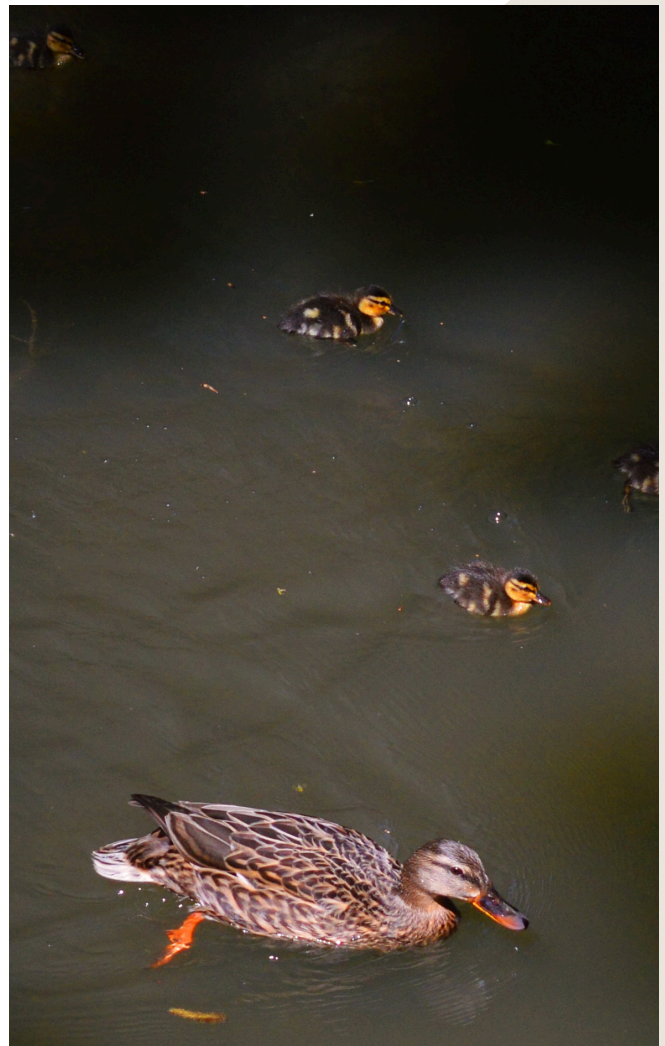
The successful candidate will report to the Development Manager, and will work alongside the Director of Development, the Deputy Director of Development & Head of Alumni Engagement, the Alumni Engagement Manager, the Data & Analytics Manager, the Alumni Engagement Coordinator, the Development Coordinator, 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 1,400 alumni attended at least one event last 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

## Overview of the role

Magdalen College is seeking to recruit a highly motivated, creative and versatile Campaign Communications Officer to join the Development Team. This new role comes at one of the most exciting times in the College's history with Magdalen's biggest fundraising campaign to date underway, which includes a landmark new quad for undergraduates, a new café in the heart of the College, and the launch of several new scholarships, alongside ongoing fundraising priorities including the boat club, Choir, and Access & Outreach.

The Campaign Communications Officer will play a central role in the success of this ambitious campaign, delivering a wide range of fundraising initiatives, writing compelling fundraising copy for emails, direct mail and marketing materials, and contributing creatively to social media and video content.

This role offers an exciting opportunity for someone looking to advance a career in fundraising or communications within the higher education sector while gaining hands-on experience in delivering a high-profile capital campaign. While a fundraising background is desirable, we welcome applicants with transferable marketing or communications skills.

The Campaign Communications Officer must have excellent writing skills, and an enthusiasm for fundraising. They will need to be proactive and creative, able to work both independently and in collaboration with colleagues, and to manage varied workloads to ensure the smooth running of campaign activities.

This is a full-time two-year fixed-term position with hybrid working options available. The post-holder may occasionally be expected to attend events in the evenings and at weekends, for which time off in lieu will be given.



## **Reporting**

The Campaign Communications Officer will report to the Development Manager. They will work closely with other members of the Development team.

## **Responsibilities**

### **Campaign communications and fundraising**

- Help to plan and deliver the multi-channel mass fundraising for the capital campaign via email, direct mail, website and social media.
- Produce compelling copy and images for fundraising communications, including collaborating with the Communications Team to produce video content for the campaign, and liaising with internal and external stakeholders (students, alumni and staff).
- Assist with the delivery of a giving day and related communications.
- Deliver the regular calendar of fundraising communications for ongoing fundraising priorities, such as Access and Outreach, the Boat Club, the Choir and the Student Opportunity Fund.
- Produce the annual hard copy Impact Report: including identifying and interviewing students for impact stories, drafting copy, selecting images, working with the designer on the layout, and liaising with the printer and mailing house
- Contribute creatively to campaign storytelling and communications, helping to communicate the impact of philanthropy to alumni and donors.
- Work regularly with the Development Manager on the project management, planning and execution of the campaign, ensuring timelines and deadlines are followed.
- With the support of the Data & Analytics Manager, create segmented mailing lists for audience-specific appeals via the Development and Alumni Relations System (DARS).

- Contribute to the Development Office's overall fundraising objectives by working with fundraising colleagues to facilitate the progression of mass appeal donors into a pipeline of prospective major and legacy donors.

### **Donor relations and stewardship**

- Ensure all relevant fundraising information is updated on the College's website, including donation pages, project updates and donor recognition.
- Work alongside the Data & Analytics Manager to maintain accurate records and ensure donations are appropriately matched with naming opportunities for the building campaign.

### **Gift processing**

- Work alongside the Development Trainee to ensure all donations are processed accurately, ensuring the end-to-end completion of all donations received.
- Cross-check, prepare and send all formal acknowledgement letters for donations and respond to various payment and pledge-related enquiries. Communicate the progress of donations to the Development team on a weekly basis. Any other tasks, duties and responsibilities not listed above which can reasonably be expected to be performed or undertaken by a Campaign Communications Officer, as required by the Development Manager, to ensure the department can operate an efficient service at all times.



# Person Specification

## Essential

- Good general level of education, ideally at degree level or equivalent
- Demonstrable experience working in a similar role or excellent track record in communications and marketing.
- Enthusiasm for fundraising and ability to inspire and motivate philanthropic giving.
- Excellent written and spoken communication skills, including delivering the right message to the right audience at the right time and in the right way.
- Accurate grammar, spelling and punctuation.
- Able to work calmly under pressure and able to prioritise and manage varied workloads.
- Strong IT skills, particularly Microsoft Office (including Word, Excel, PowerPoint).
- High personal and professional standards, a strong work ethic, impeccable attention to detail and a sense of responsibility.
- Understanding of alumni and College expectations, including maintaining confidentiality and acting with discretion.
- Able to work on own initiative whilst also being willing to consult, seek advice, receive feedback, adjust working methods and work effectively within a team.

## Desirable

- Understanding of and familiarity with Oxford University and the collegiate system
- Experience with CRM databases such as DARS
- Understanding of GDPR and its compliance requirements

## Salary and Benefits

The salary will be £33,951 - £39,906 per annum (Grade 6 of the College Unified Pay Scale), depending on skills and experience, plus Oxford Location Allowance of £1,730 per annum. We will also consider applications from candidates with less direct experience on the scale £30,378 - £35,608 per annum (Grade 5 of the College Unified Pay Scale), 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

The College is committed to maintaining a working, learning and social environment in which the rights and dignity of all staff, students and visitors are respected. We welcome applications from individuals from all backgrounds, including those under-represented within higher education. Recruitment, and progression within employment, will be determined according to personal merit and the duties and requirements of the post. In all cases, the ability to perform the job will be the primary consideration.

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, Magdalen College, Oxford, OX1 4AU or [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk). The closing date for applications is noon Monday 20th April 2026. If you do not wish the College to contact your referees at this stage, please make this clear in your application.

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