



LEGACIES AND STEWARDSHIP
MANAGER (Job Reference: DO26001)

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.

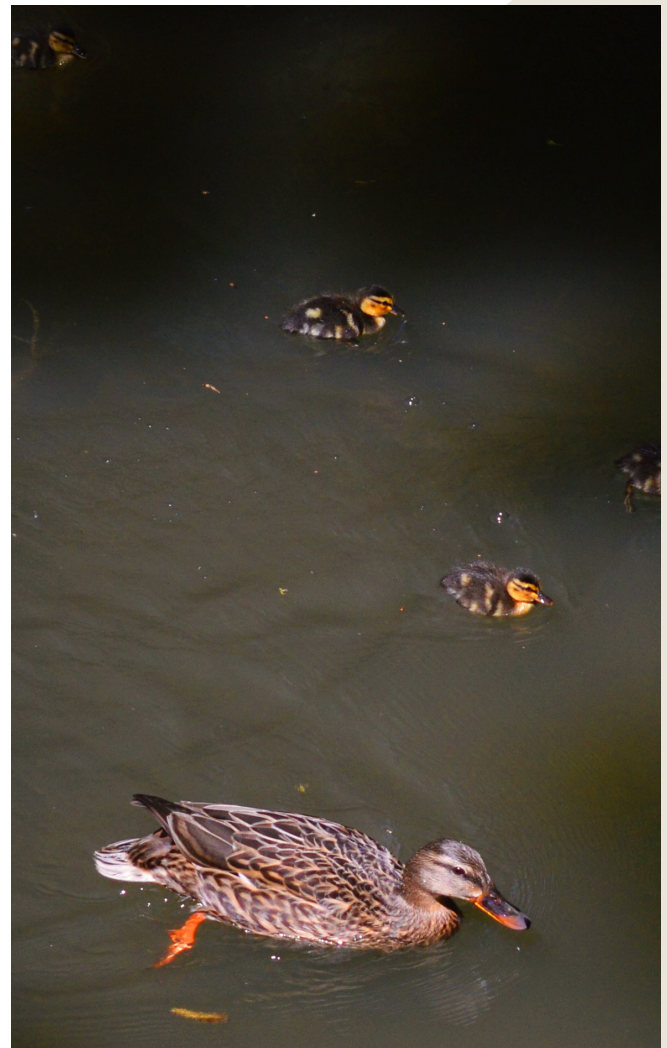
The successful candidate will report to the Deputy Director of Development & Head of Alumni Engagement, and will work alongside the Director of Development, the Development Manager, the Data & Analytics Manager, the Alumni Engagement Manager, the Alumni Engagement Coordinator, the Campaign Communications Officer, 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 attend 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

Job Title:	Legacies & Stewardship Manager
Full-time/Part-time:	Full-time, 37.5 hours per week. Hybrid working available
Term:	Permanent
Accountable to:	Deputy Development Director & Head of Alumni Engagement

Magdalen College is seeking to recruit a Legacies and Stewardship Manager to join its established Development Team. This is a new role designed to:

- i) Take the lead on planned giving at Magdalen and grow the legacy society from its current membership of c.300 legators. This is an area with great potential for growth which will have an impact on the College for generations to come.
- ii) Lead on donor stewardship at Magdalen, by shaping how supporters are recognised and thanked, with the aim of delivering bespoke donor experiences, through a programme of tailored communications, reports, events, and invitations.

This role offers an exciting opportunity for someone with a background in fundraising or long-term relationship management to be part of one of the world's most prestigious educational institutions, working in beautiful and iconic surroundings, as part of an ambitious, friendly and cooperative team.

This is a full-time 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 Legacies and Stewardship Manager will report to the Deputy Development Director & Head of Alumni Engagement. They will work closely with other members of the Development team.

Responsibilities

Legacies

The post holder will be expected to grow and develop Magdalen's longstanding legacy programme to increase the membership of the Fastolf Society (those who have notified the College of an intended bequest) (currently c.300 members) via a programme of mailings, email campaigns, reporting on impact, individual meetings and events, including the annual Fastolf Society Lunch in College. Responsibilities include:

- To design and implement a legacy strategy to enhance awareness of legacy giving among the alumni base, and thereby increase the number and value of legacy pledges to the College.
- To deliver regular legacy campaigns via targeted mailings and email.
- To raise awareness of legacy giving and its impact in alumni communications such as the e-newsletter and Impact Report
- To create legacy materials, such as brochures, legacy information packs, and Fastolf Society welcome packs
- To assess the current status of legacy giving at Magdalen and identify opportunities for growth, then to development segmentation and targeting strategies for specific areas of opportunity
- To identify and manage a portfolio of individual legacy prospects, and build relationships with them individually by hosting them in College or where they are
- To steward legators collectively and individually
- To create a strategy for stewarding widows and family of alumni

- To provide timely and accurate information about how to make a legacy pledge to anyone who is considering leaving a legacy, including technical matters such tax-efficient legacy giving and the National Free Wills Network
- To notify Accounts when legacies come in, track their spending to ensure they are spent in accordance with the Will, and report back to families where appropriate
- To manage prospect plans for legators and ensure that up-to-date and accurate records of all legacy activity is added to the database.
- To produce regular reports for relevant committees.
- To ensure all legacy pledges comply with the College's gift acceptance policy.
- To get to know the alumni body by attending events

Stewardship

The postholder will be responsible for donor stewardship and the supporter experience at Magdalen. They will be responsible for shaping how we recognise and thank all our supporters, with the aim of delivering bespoke donor journeys, through a programme of tailored communications, invitations and experiences. Responsibilities include:

- To design and implement a donor stewardship strategy for different tiers of giving, designed to make the giving experience a positive one that donors are likely to repeat or recommend.
- To track where donations are spent and report back to the donors on the impact of their gift. This may be with a collective report where several donors contributed to a fund, or reporting to an individual donor where they are the only/main donor to that fund.
- In conjunction with the other fundraisers in the team, to host donors in College or visit them where they are to thank them for their support and keep them updated with College news and plans.

- To identify, meet and interview recipients of scholarships and student support to provide a written testimonial and where appropriate to facilitate and attend a meeting between the donor and recipient.
- To be responsible for ensuring the recognition societies are up to date on the database, and that new members are welcomed with a bespoke letter/pack
- To identify opportunities to publicise the impact of philanthropy at Magdalen through videos, newsletters, digital and print campaigns.

Any other tasks, duties and responsibilities not listed above which can reasonably be expected to be performed or undertaken by a Legacies and Stewardship Manager, as required by the Deputy Development Director & Head of Alumni Engagement, to ensure the department can operate an efficient service at all times.



Person Specification

Essential:

- Educated to degree level or equivalent
- Outstanding communication skills and interpersonal skills.
- Thrives on in-person interactions, building relationships and connecting with new people.
- Good judgement, tact, sensitivity, discretion and maturity of approach
- Strong organisational and project management skills
- Excellent written and verbal communication skills
- Ability to think strategically and translate ideas into action
- High level of personal presentation
- The ability to proactively lead on and deliver the areas of responsibility
- The ability to work collaboratively and productively with colleagues
- A track record of delivering agreed outcomes and meeting targets
- The ability to represent the College at a senior level
- The ability to multi-task and to prioritise own workload
- Good analytical, IT, and administrative skills
- An interest in higher education and in particular an understanding of the collegiate University and its goals in teaching and research.

Desirable:

- High level of confidence with CRM databases, preferably DARS
- Experience in alumni relations, legacy or major gift fundraising, long-term relationship management, customer relations, or a related field.
- Experience of creating content for fundraising and stewardship materials
- Experience of designing and implementing a fundraising or stewardship strategy.

Salary and Benefits

The salary will be £37,694 - £46,049 per annum (Grade 7 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. There may be an occasional 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. The closing date for applications is noon Monday 27th April 2026. 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.



MAGDALEN
COLLEGE