

DEVELOPMENT COORDINATOR

Job description

Post Title:	Development Coordinator
Department:	Development and Alumni Relations Office
Responsible to:	Deputy Director of Development
Salary Grade:	Grade 4 of nationally negotiated pay spine: (currently £26,707 - £33,002 per annum) depending on skills and experience.
Appointment Type:	Permanent, full-time post.
Hours of Work	A 35-hour standard working week for the full-time role. Attendance at some College events outside of standard office hours will be essential (including in the evenings and at weekends). For any out-of-hours events attended, time off in lieu will be given. The post-holder will be expected to work such hours as are reasonably required to meet the duties and demands of the role.
Leave Entitlement:	30 days plus bank holidays
Benefits:	Free meal in College Hall when on duty, entitlement to join the University of Oxford Staff Pension Scheme (OSPS).

St Peter's College

St Peter's College is one of 39 self-governing Colleges at the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant and creative community, known for its friendly and inclusive atmosphere.

The College community is made up of the Master, 65 Fellows and College Lecturers actively engaged in teaching and research across a wide range of subjects, 350 undergraduate students, 240 graduate students, 24 Visiting Students, and around 95 members of administrative and domestic staff. St Peter's is proud of being highly international across all sections of its community. The College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

The Development Team

The College ensures that strong links with alumni and donors are maintained through its Development and Alumni Relations Office. The team enriches long-term relationships and generates philanthropic support for college initiatives and priorities.

Led by the Director of Development, the Development Team comprises: Deputy Director of Development, Alumni Engagement Officer, Campaigns and Data Officer, Development

Officer, and Development Coordinator. The team is also supported by the Head of Communications.

2029 will mark both 100 years since our founding and 50 years since the first female students were admitted to the College. This is an exciting time to join St Peter's Development Team as we shape plans to recognise and celebrate these important anniversaries and launch a centenary fundraising campaign.

Job Overview

This role offers an excellent opportunity for a candidate seeking to establish a career in development.

The Development Coordinator provides proactive administrative support for the implementation of the College's fundraising and alumni engagement strategy. The postholder is required to document administrative processes and support the review and improvement of office processes and alumni engagement workflows.

The Development Coordinator is also the first point of contact for many alumni and donors, which involves responding to enquiries from alumni and donors, requiring sensitivity and an understanding of donor motivations. The nature of the work is varied, and the postholder will need to balance multiple activities and deadlines as well as highlight or flag emerging needs within the team.

The role, therefore, includes responsibility for high-quality customer service, office administration duties, specialist events and donor-related administration, and communications support, as well as delivering some short-term projects for the Director of Development.

This position currently reports to the Deputy Director of Development.

Relationships

The postholder works within established processes and procedures, under the guidance of senior colleagues and also works closely with colleagues across the Development Team, alumni and donors, Fellows, students and other College offices (e.g. Academic Office, Master's Office, Events, and Finance). The role requires developing effective networks across the College to support coordinated activity and information flow.

Duties and Responsibilities

Alumni Relations

- Act as the main point of contact for alumni and donor enquiries, providing excellent customer service.
- Resolve first-line enquiries where appropriate, ensuring the Team is aware of any urgent or ongoing issues.
- Help manage incoming correspondence by drafting responses, forwarding queries to relevant colleagues and escalating where required.

- Welcome visitors to the College and help to escort guests on behalf of the Development and Alumni Relations Office.
- Support the administration of alumni events, including invitations, bookings and payments, event packs and printed materials.
- Attend events in Oxford and sometimes other venues. Some evening and weekend work is anticipated and will be discussed and agreed upon on a case-by-case basis, for which time off in lieu will be given.

Campaign and Donor Support

- As required, provide administrative support for the Director of Development with centenary campaign planning and preparation.
- As required, assist with the implementation of, and provide administrative support for, fundraising appeals (including telethons) and legacy programmes.
- Prepare appropriate and customised letters for alumni, donors and other contacts.
- Compile background information and data summaries on alumni and donors, including education, short biographies, interactions with, and giving to, College and other areas.
- Maintain the database and run queries and reports to support the management of the donor pipeline.
- Liaise with the College's Finance Team, as necessary.

Development Office Administration

- Monitor the Development Office's Team Calendar and proactively flag scheduling risks or conflicts.
- Service committee and team meetings, including minute-taking and monitoring resulting actions agreed by the Development Office.
- Maintain accurate records and update information on the CRM database, adhering to GDPR and PECR legislation, and identify opportunities for improving data.
- Provide administrative support to the Director of Development, including assisting with diary management, meeting agendas, and travel arrangements.
- Manage development office credit card expenses for the Director of Development and the Deputy Director of Development.
- Collect, receive and distribute incoming mail and outgoing mail.
- Manage College merchandise stock and procurement, liaising with suppliers over the design and delivery of new items.
- Liaise with the Finance Team, and process invoices, receipts and credit card statements.
- Ensure the Development Office's provision of supplies and stationery is stocked and organised.
- Monitor and record information on the database for inclusion in the College Record (annual report).

Other Duties

- Support improvements to efficiency and assist with the implementation of systems and processes.
- From time to time, assist in ad hoc projects in the Development Office as requested by the Director of Development.

Person Specification

The role will suit a person who already has some administrative-related experience in a similar environment, and is keen to work in a small, dynamic and busy setting. A high level of professionalism, self-motivation and organisation will be expected from the postholder.

When assessing applications and during the interview process, we will look for the following criteria:

Essential

- Experience in an administrative-related role or environment.
- An aptitude for administration, including information handling, time management and systems development.
- Good level of accuracy and strong attention to detail.
- Good oral and written communication skills, and ability to tailor style to the audience.
- Ability to engage and establish a rapport with people from diverse backgrounds.
- Tact and discretion when dealing with sensitive or confidential matters.
- Excellent MS 365 proficiency in Word, Excel, Outlook and PowerPoint, and ability to master new software and applications quickly.
- Willingness to work some evenings/weekends with time off in lieu.

Desirable

- Some experience or familiarity with fundraising or events.
- Some experience or familiarity with a CRM database.
- Data protection awareness (GDPR/PECR) and experience handling confidential information.

Terms and Conditions

Appointment: The appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of six months. During the probationary period, notice will be 4 weeks on either side. Subject to satisfactory review and confirmation of the post, the notice period will be 8 weeks on either side.

Salary: Appointment will be on Grade 4 of the nationally negotiated pay spine, currently £26,707 - £33,002 per annum FTE. Starting salaries are usually set at the lower end of the scale and then reviewed annually in line with the pay award for other salaried administrative staff. Some account of skills and experience may be considered.

Contract: The job is offered permanently.

Pensions: The post-holder will be entitled to join the Oxford Staff Pension Scheme.

Meals: Free lunch is provided in the college when on duty, when the kitchens are open.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme at their own expense.

Hours of Work: A 35-hour standard working week for the full-time role. Attendance at some College events outside of standard office hours will be essential (including in the evenings and

at weekends). For any out-of-hours events attended, time off in lieu will be given. The post-holder will be expected to work such hours as are reasonably required to meet the duties and demands of the role.

Annual leave: The annual leave allowance is 30 days (plus eight public holidays), calculated pro rata for part-time posts. Leave needs to be arranged in relation to the academic calendar.

How to Apply

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to human.resources@spc.ox.ac.uk

Though not mandatory, we also ask you to complete and return a College recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

Closing Date: The closing date for applications will be 5.00 pm on Friday, 5 June 2026.

Interview Process: Interviews for those candidates short-listed are expected to take place on either 16 and/or 18 June 2026, with second interviews, if required, taking place w/c 22 June 2026.

Interested candidates wishing to discuss the post informally should contact the Deputy Director of Development, Liz Ryan, liz.ryan@spc.ox.ac.uk.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter's is an equal opportunities employer that supports and encourages under-represented groups and values diversity.