

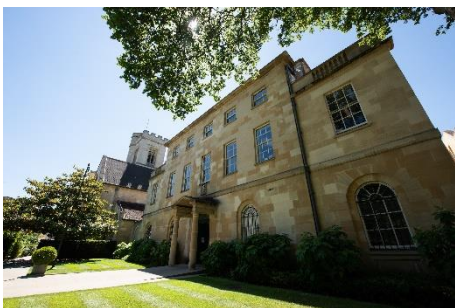


# DEVELOPMENT OFFICER

## Job Description Further Particulars

<b>Post Title:</b>	Development Officer
<b>Department:</b>	Development and Alumni Relations Office
<b>Responsible to:</b>	Head of Development Operations
<b>Salary Grade:</b>	Grade 5 of the University Salary Scale: (currently £28,759-£33,966 per annum) depending on skills and experience.
<b>Appointment Type:</b>	Permanent, full-time post with an initial probationary period of six months.  The Development Team welcomes applications from those balancing additional responsibilities, and therefore flexible working arrangements will be considered.
<b>Hours of Work</b>	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 evenings and at weekends). For any out-of-hours events attended time off in lieu will be given.
<b>Leave Entitlement:</b>	30 days plus bank holidays (pro rata for part-time).
<b>Benefits:</b>	Free meal in College Hall when on duty, entitlement to join the University of Oxford Staff Pension Scheme.

## About St Peter's College



St Peter's College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant, and creative academic community with harmonious relations between its senior and junior members and an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 65 Fellows and Lecturers in a wide range of subjects, approximately 350 undergraduate and 200 graduate students, 20 Visiting Students, and approximately 90 administrative and domestic staff. St Peter's is a friendly and vibrant academic community and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk).

## About the Development Team

The College ensures that strong links with alumni and supporters are maintained through its Development and Alumni Relations Office. The team enriches long-term relationships with alumni and supporters through a comprehensive alumni engagement programme, including events, publications, social media, communications, college visits and meetings, and invites support for College initiatives and priorities.

There are currently five members of the Development Team, led by the Director of Development and Alumni Relations, the Head of Development Operations, the Alumni Engagement Officer, the Database Consultant, the Development Officer and the Development Coordinator. The College Communications Manager also works closely with the Development Team. The Team is likely to grow as the College moves into its centenary campaign. The Team works collaboratively to deliver across a broad range of Development and Alumni Relations activity.

In 2023 the College opened Castle Bailey Quad, a significant expansion of the College footprint including two new buildings of student accommodation, a new courtyard, a new common room and a new entrance to College's main site. As we celebrate the landmark completion of Castle Bailey Quad, we are looking ahead to delivering the next phases of the College strategy. 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.

### Job overview

The Development Officer is responsible for advancing the College's fundraising and alumni engagement strategy through maintaining a robust regular giving programme. The postholder will plan and deliver fundraising, stewardship, and alumni engagement activities. The role requires a proactive approach, a flexible and open attitude to new ideas and projects, and the ability to deliver to tight deadlines through effective planning and prioritisation. The postholder will report to the Head of Development Operations.

The Development Officer will join St Peter's at an exciting time as the College prepares to celebrate the 100<sup>th</sup> anniversary of its founding and the 50<sup>th</sup> anniversary of St Peter's first enrolling women in 2029.

### Key relationships

The postholder will be expected to work closely with all Development Team members, alumni, students, the Finance Office, the Catering Office, the Events Office, the Academic Office, the Communications Manager and the Master's Office.

### Main duties and responsibilities

#### Overview of the role

##### *Fundraising:*

- Work with the Head of Operations and the Campaigns and Data Officer to deliver a creative and robust Regular Giving programme, incorporating Telethons and direct mail and e-mail campaigns, as well as inspiring and innovative stewardship communications
- Coordinate and take a leadership role in delivering College Telethon campaigns within budget and meeting agreed targets

- Produce and deliver direct mail projects, both in print and online, with the support and collaboration of colleagues, including the Head of Operations and the Communications Manager
- Prepare and draft key fundraising communications including proposals, reports and stewardship updates
- Provide some prospect research, in consultation with the Development Director, as part of the College's fundraising and engagement strategy
- Potential to develop a pipeline for leadership regular giving

*Supporter Stewardship:*

- Coordinate a number of key donor stewardship activities to thank and recognise supporters, including the following:
- Oversee our acknowledgment processes, ensuring that all contributions are acknowledged promptly and recorded, maintaining a system of regular review
- Oversee the stewardship programme for scholarship donors, liaising with students to coordinate beneficiary communications
- Coordinate with the the Academic Office and Finance Office in ensuring that philanthropic programmes are delivered according to the wishes of the donors

*Alumni and Community Engagement:*

- Establish close and professional working relationships with the Development and Alumni Relations Team, the current student body and other members of College
- Establish and build relationships with individual alumni, and maintain regular communication with the alumni and donor community more broadly
- Contribute to the College's Alumni Engagement strategy by planning, implementing and developing a small portfolio of alumni and/or stewardship events
- Attend and manage events in-person and online, occasionally on evenings and weekends (for which time off in lieu will be given)
- Identify, cultivate and recruit students as volunteers and participants in Development activities
- Ensure that donor and alumni interactions, communications, correspondence, meeting notes and other key information is appropriately entered in DARS
- In collaboration with colleagues:
  1. Publicise and communicate fundraising activity to appropriate audiences using various communication channels
  2. Be responsible for maintaining and developing the giving sections of the website
  3. Contribute to the creation and writing of alumni reports and publications

*Finance and Office management:*

- Contribute to the management of incoming correspondence, including telephone calls, post, and the Development Office email inbox
- Produce a weekly donation report for the Development team
- Take responsibility for implementing Development financial systems that ensure our giving records are accurate and regularly reviewed.

*General responsibilities:*

- Other similar duties as required, commensurate with the grade and scope of the role

## Person specification

### Essential

- Strong, proven organisational skills in a paid or voluntary capacity
- Excellent written and verbal communication skills; able to communicate appropriately and effectively with all members of the College community
- Commitment to working as part of a team and, during fundraising campaigns, as a team leader
- Content to work alone on projects with appropriate, but minimal, oversight and supervision
- Very good attention to detail, comfortable with deadlines and works well under pressure
- Ability to discern what is urgent and important and to adapt and prioritise workload accordingly
- Understanding of the requirements of working with personal and confidential data
- Able to collate and assess information and present it in an appropriate format
- Experienced in gathering feedback, proposing and implementing changes to drive innovation
- Excellent customer service skills and a professional manner
- Strong computer skills with a good working knowledge of MS Office suite, especially Teams, Word, Outlook, Excel and PowerPoint
- Willing and able to work extended or flexible hours on occasions e.g. to attend events during weekends

### Desirable

- Experience in a fundraising, alumni relations, or marketing and communications environment
- Experience in DARS or a similar customer relationship management system and a willingness to learn new software packages
- Understanding of the ethos and culture of Oxford colleges and the University of Oxford
- Educated to degree level or administrative qualification to NVQ Level 3 or equivalent or equivalent knowledge and skills acquired through work experience
- Experience of, or a willingness to learn, table planning software

## Terms and conditions

The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of six months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post the notice period will be three months on either side.

Salary: Appointment will be made on Grade 5 of the University's salary scale for academic-related staff according to experience, currently £28,759- £33,966 per annum. Skills and experience will be taken into consideration.

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

Meals: A free meal is provided in College when on duty, when kitchens are open.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Plan.

Hours: Full-time administrative staff of the College are expected to work a nominal 35-hour week (with a one-hour unpaid lunch break each day). Applications from those balancing additional commitments are welcome, and suggestions of alternative hours and working arrangements will be considered.

It is recognised that out-of-hours working (evenings and at weekends) will sometimes be required of this role in ways related to the needs of the alumni programme and of College life and events more generally and ordinarily time will be given in lieu.

The appointee will be entitled to 30 days paid holiday plus bank holidays (pro-rata for part-time, to be taken at times agreed with their line manager thereby ensuring the continued smooth running of the Department).

## How to apply

Applications should comprise a detailed CV together with a short cover letter (no more than two pages). This should explain your interest in the role and highlight the specific strengths that you would be able to bring to this particular role. 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 interview stage.

Applications should be sent to: [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk)

The policy and practice of St Peter's College require that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. To help ensure that this policy is fully and fairly implemented and monitored, applicants for employment at the College are asked to fill in a recruitment monitoring form and return it to the Human Resources Manager. Completion of the form is voluntary. [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 9.00am on Monday, 15<sup>th</sup> July 2024. Interviews will take place between Friday, 19<sup>th</sup> – Wednesday 24<sup>th</sup> July 2024.

Interested candidates wishing to discuss the post informally should contact the Head of Development Operations, Olga Batty, [olga.batty@spc.ox.ac.uk](mailto:olga.batty@spc.ox.ac.uk).

Data Protection: 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 underrepresented groups and values diversity.