REGULAR GIVING OFFICER
Job Description

Post Title:	Regular Giving Officer
Department:	Development and Alumni Relations Office
Responsible to:	Deputy Director of Development
Salary Grade:	Grade 6 of the nationally negotiated pay spine, with a salary range of £34,630–£40,704 per annum (FTE). In addition, the post attracts a St Peter's College pensionable supplement of £1,500.00 per annum (FTE) [pro-rata for part-time appointments].
Appointment Type:	Permanent, full-time post.
Hours of Work	A 35-hour standard working week for the full-time role. Some attendance at College events outside of standard office hours will be required (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.
Key Benefits:	A free meal in College Hall when on duty, and entitlement to join the Universities Superannuation Scheme (USS).

St Peter's College

St Peter's College is one of the 39 self-governing colleges of the University of Oxford and a registered charity. Founded in 1929 with a bold mission to widen access to Oxford, the College has remained true to its founding purpose for almost a century: to ensure that talented students can thrive, whatever their background or circumstances. Today, St Peter's combines academic excellence with an open, welcoming and inclusive culture that makes it one of Oxford's most distinctive colleges.

At the heart of St Peter's is a vibrant community of around 600 undergraduate and graduate students, supported by approximately 65 Fellows and College Lecturers engaged in world-leading teaching and research, alongside around 95 professional and support staff. Together, we are united by a shared commitment to educating, inspiring and equipping thoughtful contributors to society and future leaders in an environment that is ambitious, friendly and refreshingly unpretentious.

Situated in the heart of Oxford, the College enjoys a close-knit community while benefiting from the rich academic and cultural life of the city. Our network of roughly 8,000 alumni spans the globe, and the Development Office plays a central role in

building lifelong relationships with alumni, friends and supporters whose generosity helps shape the College's future.

This is an especially exciting time to join St Peter's. As we approach our centenary in 2029, we are laying the foundations for an ambitious fundraising campaign that will help secure the College's future and shape its next century.

We are seeking an ambitious, enthusiastic and highly organised individual with experience in regular giving fundraising to join our Development and Alumni Relations team. This is an excellent opportunity to play a key role in expanding and strengthening our regular giving programme, inspiring greater support from our community and making a lasting impact at a pivotal moment in the College's history.

Further information may be found **at www.spc.ox.ac.uk.**

Development and Alumni Relations Office

The College ensures that strong links with alumni and donors are maintained through its Development and Alumni Relations Office. The Development team helps to build an engaged and active alumni community and to secure financial support for college initiatives and priorities.

Led by the Director of Development, the development team is a close-knit team, comprising Deputy Director of Development, Head of Major Gifts, Alumni Engagement Officer, Campaigns and Data Officer, Regular Giving Officer, and Development Coordinator. We work collaboratively with many other teams and colleagues across the College, including closely with the Head of Communications.

The College has a well-established programme of alumni events, an active major gifts programme and a growing regular giving programme, with considerable potential for further development. Working closely with the Master, the Director of Development leads the College's fundraising strategy and principal gift fundraising activities.

The Role

Job Overview

Reporting to the Deputy Director of Development, you will play a key role in shaping, managing and growing the College's regular giving programme. Working with a selected external provider, you will lead the delivery of the annual telethon and develop and launch the College's first Giving Day. You will also plan and implement new and engaging fundraising campaigns and donor stewardship initiatives. In addition, you will have the opportunity to build and manage your own portfolio of mid-level donors (£5,000–£10,000, potentially £25,000), developing meaningful relationships and securing philanthropic support for the College.

We are looking for a proactive, enthusiastic and adaptable individual who is keen to contribute new ideas, explore innovative approaches to fundraising and take ownership of projects. You will be highly organised, with the ability to manage competing priorities, plan effectively and deliver high-quality work to tight deadlines.

You will bring excellent administrative and donor stewardship skills, ensuring that fundraising activities and donor communications are accurately recorded and managed. You will also demonstrate a sound understanding of fundraising regulations, data protection and best practice, ensuring that all activities are delivered professionally and in accordance with relevant requirements.

With excellent interpersonal and communication skills, you will be confident in building and maintaining strong relationships with alumni, donors, colleagues and other members of the College community. You will be comfortable engaging a diverse range of supporters through different communication channels, inspiring participation and philanthropic support, and making a significant contribution to the continued growth and success of the College's fundraising activities.

Relationships

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

Duties and Responsibilities

Fundraising strategy and donor management:

- Strategically grow the St Peter's General Fund and other selected Funds by increasing participation and upgrading regular donations, ensuring messaging is aligned with our centenary campaign.
- Over time, develop and manage a portfolio of mid-level donors (£5,000 to £10,000, potentially 25k), potentially providing a pipeline for major gifts leading activity across the full donor lifecycle, from prospect identification and cultivation to solicitation and stewardship.
- Work closely with the Director of Development, Deputy Director of Development and other members of the Development Team to ensure coordinated fundraising activity.

Fundraising delivery and campaigns:

- Lead, deliver and grow our Regular Giving programme to solicit gifts from alumni and friends using a range of channels, including personal solicitations, telemarketing, direct mail and digital communications.
- Organise and manage telethon activities, including recruiting callers, coordinating with external consultants, arranging training and logistics, supervising calling sessions and overseeing follow-up activity.

- Develop and deliver the College's first Giving Day campaign, using multi-channel fundraising and engagement strategies to increase donor participation, acquire new supporters and maximise philanthropic income.
- Organise and produce regular giving communications, including direct mail appeals, fundraising brochures, letters and other supporting materials.
- Work with the Head of Communications to maintain and enhance the College's fundraising webpages and social media fundraising activity.
- Evaluate the effectiveness of the regular giving programme and report progress to the College and relevant committees.

Donor stewardship:

- Coordinate a number of key donor stewardship activities and/or campaigns to thank and recognise donors.
- Prepare and draft key stewardship reports for donors, including liaising with students to coordinate beneficiary communications.
- Oversee our acknowledgement processes, ensuring timely acknowledgement and recognition of all donations, maintaining a system of regular review.

Data management and reporting:

- Ensure that donor and alumni interactions, communications, correspondence, meeting notes and other key information is appropriately entered in DARS
- Take responsibility for implementing Development financial systems that ensure our giving records are accurate and regularly reviewed.
- Use the College's development database (DARS) to retrieve, analyse and manipulate data relating to the regular giving programme, using insights to evaluate performance and recommend improvements.
- Assist the Deputy Development Director in maintaining accurate records and documenting and tracking regular giving activity.

General responsibilities:

- Undertake other administrative duties and special projects as required within a dynamic Development Office, commensurate with the grade and scope of the role.

Person Specification:

This section lists the knowledge, skills, experience and qualities that we expect the postholder to have on joining the role and are used at the recruitment stage to select the most suitable candidate.

Essential:

- Experience of working in a development or fundraising environment with an understanding of the principles of relationship management and engagement.
- Experience of appeals, regular giving programmes or other telemarketing and Giving Day activities.

- Ability to manage projects, with the ability to plan, coordinate and deliver multiple activities and processes effectively.
- Enthusiasm for learning and exploring new regular giving and development strategies and contributing to the success of the Development Office's activities.
- Strong time management skills and the ability to manage competing priorities, work under pressure and meet deadlines.
- Excellent written and verbal communication skills with the ability to engage confidently, appropriately and professionally with a wide range of people across the College community.
- Commitment to working as part of a team and, during fundraising campaigns, combined with the confidence and ability to take a leading role in coordinating activities and colleagues during fundraising campaigns.
- Ability to work independently, demonstrate initiative and take ownership of projects with appropriate levels of supervision.
- Ability to work to a high standard in an organised and effective way, with excellent attention to detail and a high standard of professionalism
- A flexible, adaptable and proactive approach to work, with a positive attitude towards change, new challenges and opportunities.
- Strong analytical and information-management skills, with the ability to gather, assess and interpret information and present findings clearly and appropriately for different audiences.
- Ability to gather feedback, identify opportunities for improvement and contribute to the development of new ideas and processes to drive innovation.
- A willingness to work flexibly, including occasional work outside normal office hours, to support fundraising campaigns and College events when required.
- Strong computer skills including proficiency in Microsoft 365 applications, particularly Teams, Word, Outlook, Excel and PowerPoint.

Desirable:

- Experience as a telethon caller in a university setting (especially in an Oxbridge college)
- Experience of digital fundraising
- Experience of using CRM or other fundraising databases
- Experience of working within a College, University or not-for-profit environment

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: Grade 6 of the nationally negotiated pay spine, with a salary range of £34,630–£40,704 per annum (FTE)**.** In addition, the post attracts a St Peter's College pensionable supplement of £1,500.00 per annum (FTE) [pro-rata for part-time appointments].

Contract: Permanent, full-time post.

Pensions: The post-holder will be entitled to join the Universities Superannuation Scheme (USS).

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 evenings and 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**. Please use the subject line - Regular Giving Officer Application – [Your Name] when submitting your application.

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 12 noon on Friday 4th December 2026.

Interview Process: Interviews for those candidates short-listed are expected to take place on 9th, 10th or 11th December, with second interviews taking place week commencing 14th December. Those selected for second interviews will also have an opportunity for a familiarisation visit beforehand.

Interested candidates wishing to discuss the post informally should contact the Deputy Director of Development, **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.