DEVELOPMENT ADMINISTRATOR
Further Particulars

St Peter’s College

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 7000 alumni, 550 current students and 65 Fellows it has built a reputation for outstanding teaching and research in a friendly setting. The College occupies a great location in the heart of the city centre and this year it is celebrating its 90th Anniversary.

Job Summary

This is an exciting time to join the Development Office at St Peter’s as we are in the midst of the 90th anniversary celebrations and the next phase of a successful and exciting development Campaign, which has raised over £12m within the last 6 months. The Development Manager oversees a team of three staff: Alumni Engagement Officer; Development Communications & Marketing Officer and the Development Administrator.

We are looking for a well-organised, numerate, and proficient administrator to provide support for the Development team. The post holder will be a positive and goal-oriented team player, comfortable with numbers and data, working on several projects at once, occasionally to short deadlines.

Main Duties and Responsibilities

- Liaise with alumni, internal departments (especially the Finance Office), and external suppliers to ensure the quick and accurate logging of all incoming gift data and processes
- Maintain constituent data on the University’s database system, DARS (full training will be provided)
- Inputting of incoming non-gift data to DARS, e.g. constituent address changes, updates, event registrations, interactions, update forms, returned mail etc.
- Oversee the process by which donors are thanked by senior staff including the production of thank you letters and personalised birthday cards
- Produce detailed donor lists for College publications, the website, and the College Record
- Oversee the stewardship process for scholarship donors
- Liaise with students over scholarships and careers
- Investigate and implement opportunities to clean or supplement data and maintain up-to-date constituent records
- Analyse and segment data for fundraising purposes
- Identify new pools of potential donors for specific projects
- Produce detailed and accurate reports and profiles for the use of senior fundraising colleagues
• Provide essential support to the Development Manager in the running of the Annual Telethon Campaign, Annual Fund mailings and other regular giving appeals and ad-hoc fundraising appeals
• Assist the Alumni Engagement Officer in running event queries and event mailings
• Assist the Communications & Marketing Officer in sending e-newsletters through DARS or other channels including emails, letters, and social media
• Reconcile the banking statements each month and reconcile senior colleagues’ receipts and expenses (Development Manager’s credit card), invoices and purchase orders for the office
• Provide fundraising colleagues with detailed prospect profiles using information from DARS and external sources such as LinkedIn, institutional and company websites and other publicly available sources
• Maintain awareness of data protection legislation – the College has a dedicated Data Protection Officer
• Procurement of office supplies, stationery and merchandise

Person Specification

Essential

• A good general level of education
• High level of computer literacy; proficient in use of MS Office, particularly Excel
• Integrity, reliability and discretion
• Strong organisational skills and meticulous attention to detail
• Able to collate and assess information and present it in an effective format
• Able to communicate effectively, with Senior Members of the College, alumni, and donors
• Able to work with minimum supervision, prioritise tasks and meet deadlines
• Happy to work as part of a close-knit team

Desirable

• Experience of working with a database
• Experience of fundraising and development
• Experience of prospect research
• An interest in higher education
• Knowledge of Oxford Colleges and the University of Oxford

Terms and Conditions

Appointment The post is to be filled as soon as possible. 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.

Salary Appointment will be on Grade 5 of the University’s salary scale for non-academic staff, £25,941 - £30,942 fte. Starting salaries are usually at the bottom of the scale and are reviewed annually in line with the pay award for other salaried administrative staff. Some account of skills and experience may be taken into account.

Contract The job is offered on a permanent basis.

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

Meals Free lunch is provided in College when on duty, when kitchens are open.
**Hours of Work** The post is available on a full-time or part-time basis. Full-time administrative staff of the College are expected to work a nominal 35-hour week.

Part-time applicants would need to be able to work at least school hours on four or five days a week during weeks 0-9 inclusive of each Oxford University term; the post could therefore suit applicants wishing to work during school terms only (providing they were able to work at least some days in each school half term).

**How to Apply**

Please send an up-to-date CV and a covering letter (not exceeding 1 side of A4) explaining why you feel you would be suited to this position, together with the names and contact details of two referees, to:

Human Resources Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL

Email: - human.resources@spc.ox.ac.uk

Those named as referees should have direct experience of the candidate’s work, either as a manager or through a sustained period of professional interaction; ideally one of them should be a formal line manager at the most recent employer. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. The College will assume that it can approach referees at any stage of the application process unless candidates indicate to the contrary. Any such restriction should be clearly stated alongside the details of the relevant referee(s).

Closing date for applications will be noon on Wednesday 4th March 2020.

Interviews are expected to be held on Wednesday 11th March 2020.

**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.