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, 500 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College occupies a great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, to provide the best possible facilities, academics and support for students.

Job Summary

This is an exciting time to join the Development Office at St Peter’s as we look forward to the 90th anniversary celebrations of the College in 2019 and a start of a new and exciting development Campaign. The Director of Development and Alumni Relations is a Fellow of the College and oversees a team of four staff: Development Manager; Alumni Relations Officer; Development Communications & Marketing Officer and the Development Administrator. The Development Office works closely with the Master and the College’s Governing Body.

We are looking for a well-organised, personable, and proficient communicator to provide administrative support for the Development team. The post holder will be a positive and goal-oriented team player, comfortable with working on a number of projects at once, often to very short deadlines, and able to prioritise a substantial workload. The successful candidate will have excellent interpersonal skills and have demonstrated experience in dealing with senior contacts with tact and discretion.

The post holder will be required to attend events outside of normal working hours and it is therefore important that applicants are able and willing to be flexible in their working hours in order to fulfil the requirements of the post.

Main Duties and Responsibilities

- Liaise with alumni, internal departments, and external suppliers to ensure the quick and accurate logging of all incoming gift data
- 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 Relations 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
• 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
• Provide logistical support at events and attend events (for which time of in lieu will be given)
• Procurement of office supplies and stationery
• Support the work of the Director of Development and that of senior colleagues
• Other duties as assigned by the Development Director and senior colleagues

**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
• Excellent written and verbal communication skills in English
• Able to collate and assess information and present it in an effective format
• Able to communicate appropriately and effectively, both verbally and in writing, with Senior Members of the College, alumni, and donors
• Able to work with minimum supervision, prioritise tasks appropriately and meet deadlines
• Happy to work as part of a close-knit team
• Willing and able to work extended or flexible hours on occasions e.g. to attend events on evenings or weekends

Desirable

• Experience of fundraising and development
• Experience of prospect research
• Experience of working with a database
• 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, £25,482 - £30,395 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.

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 35 hrs per week, flexible hours maybe possible. It is recognised occasional out of hours working in the evenings and at weekends will be required and ordinarily time will be given in lieu.

How to Apply

Applications consisting of a covering letter and CV stating the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form, should be sent by email to, the HR Manager Graham Stowell at the following address human.resources@spc.ox.ac.uk
If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell  
HR Manager  
St Peter’s College  
New Inn Hall Street  
Oxford  
OX1 2DL.

The closing date for receipt of completed applications is 12.00 noon on Monday 19 November 2018.

Interviews will be held week commencing Monday 26 November 2018.

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.