Regent’s Park College Oxford

Post
Alumni and Giving Manager

Overview of the Post
Regent’s Park College seeks to appoint an Alumni and Giving Manager in its Development Office. The Development Office plays a vital role in supporting the work of the College and the demands on the Office have increased significantly in recent years. Overseen by the Director of Development, this role will hold responsibility for alumni relations and communications, regular giving, legacy giving, campaigns, engagement events and other related activities. The person appointed will build upon a well-established annual giving programme and portfolio built up in recent years and will be supported by the Development and Alumni Administrator.

The timing of this appointment offers particularly exciting opportunities as, under the direction of its new Principal, the College is embarking on ambitious new strategies, including preparations for the centenary celebrations of the College’s establishment in Oxford in 2027.

Job Title: Alumni and Giving Manager
Contract: Permanent
Hours: 28 – 35 hours/week (0.8 – 1.0 FTE)
Salary: £33,000 - £37,000 (reflective of experience, pro-rata for part time)
Reports to: Director of Development
Direct Reports: Development and Alumni Officer

Key Responsibilities

Alumni relations
To oversee and develop the alumni relations programme, ensuring it meets needs of the College. This will include the coordination, planning and attendance at meetings and events in Oxford, nationally and potentially internationally.

Regular and Legacy Giving
To organise and manage a highly effective regular giving programme, including legacy giving, with the aim to develop the College’s donor pool while cultivating increased and sustained support from our established alumni network. This will include, but will not be limited to:

- To deliver the biennial Giving Day appeal.
- To plan and deliver at least one direct mail campaign per year.
- To plan and deliver events for the cultivation and stewardship of the College’s alumni and donors, including the annual London Drinks event and Gaudies.

Communication
- To manage communications effectively, both internally and externally, with the assistance of the Development and Alumni Administrator and under oversight of the Development Director. This includes the website, e-newsletter and social media as well as the annual publication of the Regent’s Now alumni magazine.
• To hold primary responsibility for thanking and celebrating our regular and mid-level donors, with the support of the Development and Alumni Administrator.

Management
• To work with the Development and Alumni Administrator to produce reports as required on fundraising activity, results and financial overviews.
• To ensure current and accurate records of all activities are maintained on the DARS database.
• To support the improvement of the College’s database (DARS) data quality through the deployment of data enrichment activities,
• To oversee gift processing and reporting, ensuring efficient processes and strategic analysis of information to inform strategy;
• To adhere to best practices in fundraising and stay abreast of changes including any relevant legislation particularly ensuring all communications are compliant with GDPR and PECR regulations
• To represent the College within the Collegiate University when appropriate, collaborating with development colleagues and maintaining adherence to College and cross- University agreed principles and protocols.

Other Responsibilities
• To carry out such other functions as from time to time the Director of Development might require, commensurate with the level of this position and as are necessary to meet the needs of the College.

Person Specification and Selection Criteria
The successful candidate will demonstrate the following in application and at interview:

Essential
1. Education to degree level or equivalent;
2. At least two years relevant experience in an equivalent, similar or related role;
3. Two or more years of experience working in individual giving, or a related field, with a demonstrable track record of success;
4. Experience of using databases and preparing financial reports;
5. Demonstrated skills in relationship building and management;
6. Demonstrated experience in the professional use of social media and the development of digital content;
7. Strong organisational and management skills;
8. Strong IT skills, and openness to new technology which can improve Development work;
9. Excellent communication skills, both oral and written, with evidence of being able to lead and motivate others;
10. A proven ability to prioritise successfully, manage a diverse workload and remain calm under pressure;
11. Familiarity with managing highly confidential and sometimes sensitive material;
12. Ability and willingness to work out of regular hours and to travel, when required
13. Demonstrated efficiency in administration;
14. Flexibility and a willing to work as a team member;
Desirable

1. A strong interest in higher education and an understanding of the University of Oxford and its fundraising needs and rationale;
2. Previous experience of fundraising in higher education;
3. Experience of using DARS;
4. Experience of working in complex institutions with international connections;
5. Knowledge of UK and international tax advantages for making philanthropic gifts;
6. Knowledge of GDPR, PECR and other relevant legislation;
7. Experience of working on or managing telephone fundraising campaigns and digital fundraising campaigns;
8. Familiarity with the Baptist denomination.

Terms of Appointment

1. This is a permanent appointment. It is subject to confirmation after a probationary period of one year, with an interim review after six months.
2. The post is offered on a 0.8 to 1.0 FTE basis, based on a 35 hour work week. Some flexibility may be possible in the number and arrangement of hours worked, by agreement with the Principal and taking into consideration the needs of the College.
3. The salary for this post will be in the range of £33,000-37,000 per annum FTE (reflecting the level of experience; pro-rata for part time). There is currently no graduated salary scale, but the salary is reviewed annually for cost of living increase.
4. The appointee will be automatically enrolled into the Oxford Staff Pension Scheme (OSPS) with College contributions.
5. The appointee will be provided with shared office space furnished with appropriate equipment which will be considered their normal place of work.
6. The holiday entitlement is 25 days plus 8 bank holidays a year (pro-rata for part-time). Holiday is not normally permitted during term time, though may be taken with prior agreement of the Principal under special circumstances.
7. Lunch is available free of charge when on duty and when the kitchens are open. The appointee will also have access to the Senior Common Room facilities.
8. The College offers a health cash plan for employees, contributory for partners.
9. As a University Card holder there are other benefits available, including University shop discounts, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum and access to free or discounted University training courses.

Application Process

1. Applications should be submitted by email to the PA to the Principal-Human Resources, kristin.anderson@regents.ox.ac.uk by the closing deadline of noon Friday 15th September.
2. Applications should include a letter of application to the Principal demonstrating interest in and suitability for the post in light of the person specification and selection criteria.
3. Applications should also include a current CV along with the names of three referees; references will only be taken up after a successful interview.
4. Upon receipt of an application, all applicants will be requested to complete an Equal Opportunities Monitoring Form. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

5. Interviews for shortlisted applicants will take place in the week commencing 25th September. Candidates invited for interview will be asked to make a presentation. Information to be provided.

6. It is hoped that the successful candidate will be able to start as soon as possible.

7. Please note that the appointment of the successful candidate will be subject to appropriate pre-employment screening, including right-to-work and references.

Equal Opportunities Statement
The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment 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 and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form.

Documentary proof of right to work in the UK
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Information on acceptable right work documentation can be found at www.gov.uk. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Valid NI number
The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at http://www.hmrc.gov.uk/ni/intro/number.htm.

Data Protection
Regent’s Park College is committed to protecting the privacy and security of personal data. Our Staff Applicants Privacy Notice explains what personal data Regent’s Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.
Annex

Regent’s Park College, Oxford

The University of Oxford comprises 38 Colleges and 5 Permanent Private Halls collectively associated with the academic departments and central offices. Regent’s Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

Regent’s Park College is the largest of the Permanent Private Halls. There are currently about 250 people in the College, comprising the academic staff, the student body and the administrative, library and domestic staff. The student body is made up of about 150 undergraduates working for an honours degree of the University in the arts or social sciences, about 130 postgraduates working for a higher degree, diploma or certificate of the University, and about 25 visiting students from international universities. There are between 20 and 30 students taking the University’s vocational qualification in theology, many of whom are preparing for Baptist ministry. The academic staff includes the Principal and Fellows, research fellows and college lecturers, all of whom study and teach their respective subjects within College, and some of whom engage in research and teaching in the wider University.

As a Permanent Private Hall of the University, the College is governed by its Charity Scheme, Statutes and a Governing Body comprising the Principal and Fellows, and several external members representing particular organisations or elected by subscribers. As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent’s Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

Further information can be found on the college’s web site: http://www.rpc.ox.ac.uk.