Regent’s Park College Oxford

Post
Development Manager

Overview of the Post
The Development Office was established in 2005 and plays a vital role in supporting the work of the College. With the arrival of a new Principal, Professor Sir Malcolm Evans, an alumnus, the College is embarking on ambitious new strategies, including preparations for the centenary celebrations of the College’s establishment in Oxford in 2027. Line managed by the Director of Development, this newly created role will be responsible for the day-to-day operations of the Development Office and will line manage the Development and Alumni Officer.

Job title: Development Manager
Contract: Permanent
Hours: 24.5 – 28 hours/week (0.7 – 0.8 FTE)
Salary: £36,000 - £45,000 (reflective of experience, pro-rata for part time, with some flexibility for an exceptionally qualified candidate)
Reports to: Director of Development
Direct reports: Development and Alumni Officer
Hybrid Working: The postholder will need to be prepared to work a minimum of 3 days a week in College

Key Responsibilities
Alumni relations
- Oversee and develop a new alumni relations strategy and programme, ensuring that, as far as possible, it meets the needs of alumni;
- Coordinate, plan and attend online and in-person events in Oxford, nationally and potentially internationally. It is anticipated that on average each year the College will hold two major events, four smaller events and three academic webinars;
- Oversee and contribute to the content, writing, production and dispatch of Regent’s Now, the College’s alumni magazine and the College alumni e-newsletters.

Regular Giving
- Organise, manage and develop the College’s regular giving programme;
- Plan and run telephone campaigns and giving days (no more than one per year);
- Plan and deliver up to three direct mail campaign per year;
- Oversee gift processing and reporting, ensuring efficient processes are in place and adhered to.

Stewardship
- Devise and execute a simple and straightforward donor stewardship programme for our legacy, major, mid-level and regular-giving donors;
• Work with the Development Director to introduce a College legacy society as part of the 2027 Centenary Celebrations.

Management
• Line manage the Development and Alumni Officer;
• Proactively improve the data held on DARS (Development and Alumni Relations Database), the College’s fundraising database, through the instigation and deployment of data enrichment activities;
• Ensure current and accurate records of all activities are maintained on DARS;
• Oversee the production of regular and ad-hoc reports and analysis of alumni engagement and fundraising activity and results;
• Adhere to best practices in fundraising and stay abreast of changes including any relevant legislation;
• 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;
• 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. Five years’ experience of fundraising and supporter engagement in the education or charity sectors (or related field) with a demonstrable track record of success;
2. Emotional intelligence and common sense;
3. Well-developed organisational and management skills;
4. Experience of managing telephone fundraising campaigns;
5. Experience of using databases and analysing numerical and financial data;
6. Strong IT skills, and openness to new technology which can improve what we do and how we work;
7. Excellent communication skills, both oral and written;
8. The ability to lead and motivate others (gained in a work or other context);
9. A proven ability to prioritise and manage a diverse workload and remain calm under pressure;
10. Familiarity with the law and best practice when managing confidential and sensitive material and data;
11. A willingness to work outside regular hours when attending events, etc.

Desirable
1. A strong interest in higher education and an understanding of the University of Oxford and its fundraising needs and rationale;
2. Experience working in an Oxbridge College or similar;
3. Experience of using DARS or a similar CRM;
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 managing digital fundraising campaigns;

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 0.7 to 0.8 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 Development Director and taking into consideration the needs of the College.
3. The salary for this post will be in the range of £36,00–45,000 per annum FTE (equivalent to Grade 7 on the University pay scale) pro-rata for part time. The salary appointed to will be reflective of the level of experience with some potential for flexibility for an exceptionally qualified candidate. 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 Universities Superannuation Scheme (USS) or Oxford Staff Pension Scheme (OSPS), as preferred, 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 30 days plus 8 bank holidays a year (pro-rata for part-time). Up to 4 days of annual leave is reserved to cover part of Christmas break when the College is closed.
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. Tim Pottle, Director of Development, is available for an informal conversation with prospective applicants. Please contact him directly at tim.pottle@regents.ox.ac.uk. He will not be available from Wednesday 20th December to Tuesday 2nd January 2024 (inclusive).
2. 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 9am Thursday 4th January 2024.
3. Applications should include a letter of application to the Director of Development demonstrating interest in and suitability for the post in light of the person specification and selection criteria.
4. Applications should also include a current CV along with the names of three referees; references will only be taken up after a successful interview.
5. 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.
6. In-person interviews for shortlisted applicants will take place on Thursday 11th January. Second interviews (if required) will take place on Tuesday 16th January. Candidates invited for interview will be asked to make a presentation (information to be provided) and undertake a written exercise.

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 39 Colleges and 4 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 with approximately 270 students, split roughly between undergraduates and postgraduates and including around 30 candidates on vocational theology and ministry courses and 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences including Classics, English, Geography, History, Human Science, Politics, Law, Philosophy, Theology and Economics. Postgraduates study on a wide range of courses including, but not exclusively, Theology. 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.