

Further Particulars: Development and Alumni Relations Manager

Location:	Harris Manchester College, Mansfield Road, Oxford Occasional travel may be required to attend alumni events or meetings with prospects/donors.
Hours:	37.5 hours p.w. (1 FTE)
Starting salary:	In a range equivalent to University Grade 7 - currently (2021-22) £33,309 - £40,927 p.a. The College may consider appointment on the Grade 8 scale for a suitably experienced candidate.
Term:	Fixed term for 3 years from appointment.
Application deadline:	Noon on 26 November 2021.

Background

Harris Manchester College established a formal development office in 2019. In an initial stage, the former Director of Development established a development infrastructure and strategy. We are seeking a Development and Alumni Relations Manager to build on these foundations, and to take the development office through to the next stage of its evolution.

Staff funding is currently provided through the College Contributions Fund of the University: sufficient funds remain to maintain this new post for a minimum of three years.

The key priorities for the post will be:

1. Establishing and deepening relations with alumni and supporters, including communications and developing an events programme;
2. Creating robust and successful programmes of regular, annual and legacy giving;
3. Maintaining accurate records of donations and other supporter/alumni interactions.

Additional priorities will include:

- Working closely with the Principal in identifying major donors and supporting donor stewardship.
- Identifying and building relations with trusts and foundations that could support college projects, working closely with senior college officers; writing (draft) applications for such grants, and preparing bids to trusts.
- Ensuring that the College's development and alumni relations operations are informed by developments in the wider collegiate university, by maintaining contacts with networks of colleagues.

This is an exciting opportunity to contribute to a crucial stage of Harris Manchester's strategic development, during a period which includes deferred celebrations of the College's 25th anniversary as a full constituent college of the University of Oxford.

Role

As the sole formal member of the Development Office, the postholder will have overall responsibility for the College's alumni relations and regular and annual giving operations. The Principal will continue to maintain the college's relationships with major donors.

As well as working with Fellows and Staff across the College, the postholder will work particularly closely with the following senior officers with connected responsibilities: the Principal (who will be Line Manager) and their Personal Assistant; the Bursar; the Director of Governance and Projects.

The role will provide opportunities for creativity and will require an open and flexible approach to suit the ever-changing demands and priorities of a busy office within a small and friendly Oxford college. It is essential that the successful candidate has a proven track record in organising and managing a diverse workload with competing priorities and deadlines. The role will involve some evening and occasional weekend work.

Responsibilities:

Alumni and supporter relations:

- Develop and build on the strategic plan for alumni and supporter engagement.
- Working with other members of the planning group, plan, organise and run events to celebrate the College's 25th anniversary, deferred to 2022.

- Building on the anniversary events, develop an ongoing programme of events and activities to engage alumni and supporters.
- Maintain and develop ongoing communications for alumni and supporters through a variety of media, working closely with colleagues to ensure that these are integrated into the College's general communications work. This includes preparing copy, maintaining contact lists, and contributing to shared communications strategies.
- Maintain a stock of appropriate college merchandise for sale to alumni and recent graduates.

Regular, annual and legacy giving

- Develop and build on the strategic plan for regular, annual and legacy giving.
- Conduct a regular giving campaign around the 25th anniversary celebrations, and follow this up with ongoing work to promote and facilitate regular, annual and legacy giving.
- Working with the College's Finance Office, manage and maintain efficient systems for giving and gift processing, including regular reporting and identifying opportunities for improvement.
- Maintain the College's donor circles for legacy (the Worthington Circle) and regular (the 1996 Society) giving, including stewardship and incentives.

Record-keeping

- Update and maintain accurate electronic records for the College's community of alumni, friends and donors on the DARS system, the collegiate University's Alumni Database.
- Prepare regular reports and run DARS queries for the Principal and other college officers, including a termly report for the Governing Body.
- Record and process all gifts received by the Development Office on the database in a timely manner.
- Reconcile gifts on a monthly basis, and Gift Aid claims on all appropriate gifts regularly, in liaison with the College's Finance team and University's Gift Registry.
- Maintain comprehensive records of meetings with donors and prospects.

Other priorities:

- Establish relationships with existing donors and work closely with the Principal to identify new potential major donors, and support the Principal with donor stewardship, including maintaining the College's donor circle for major gifts (the Principal's Circle).
- Working with senior college officers, identify trusts and foundations to which the college can apply for grants, and take the lead in preparing applications and bids.
- Build personal credibility and good collaborative relationships within the College and with the wider college community, and with the University's central fundraising office as well as peers within other colleges.

- Participate actively in development and alumni relations networks in the wider University, including attendance at meetings, and ensure that the College's operations are informed by wider developments in these areas.
- Ensure the college's fundraising activity is consistent with best practice, the Charity Commission, ethical principles, GDPR and other relevant legislation, including reviewing relevant College policies in collaboration with the Secretary to the Governing Body.
- Other duties as required, commensurate with the grade and scope of the role.

Person specification

This role is expected to give the post-holder experience of the broad range of development and alumni relations functions. It may therefore be of interest to someone with previous development experience - perhaps in a specialised role - who is looking to acquire experience of a wider range of development functions at a more senior level.

We seek a collaborative colleague, who will understand and enjoy our friendly, inclusive and welcoming community and its ethos, whereby students, staff and fellows are all equally respected.

Essential criteria

- Experience in a fundraising or alumni relations environment.
- A sound understanding of the fundraising context in higher education, and of the regulatory environment for educational charities
- Demonstrable attention to detail and ability to take a systematic approach to record-keeping.
- Strong oral and written communication skills, including an excellent standard of written and spoken English
- A high level of IT literacy, including adaptability about the use of new tools and technologies.
- An ability to take an imaginative, creative and entrepreneurial approach to fundraising and alumni relations work.
- An ability to balance the need to take the initiative in responding to opportunities with the consultation required in a collegiate environment.
- Demonstrable ability to develop and maintain positive working relationships with colleagues, and also with alumni, donors and other external audiences.
- A commitment to high professional standards, including continuous improvement of own performance.
- Experience of using CRM systems, for example Raiser's Edge or DARS.

Desirable criteria

- Experience of events management
- Experience of budget management and reporting against fundraising targets

Terms and Conditions

This is a full-time position for three years with a requirement to work 37.5 hours a week. The post holder will be entitled to join a contributory staff pension scheme (Pensions Trust). The postholder will be paid monthly in arrears and will be entitled to 6 weeks holiday. Meals are provided free of charge whilst the postholder is on duty and the kitchen is open, and the postholder will be nominated for Associate Membership of the Senior Common Room.

Application process

To apply, please submit your CV and a cover letter (maximum 1,200 words) to Kate Wilson, Personal Assistant to the Principal (kate.wilson@hmc.ox.ac.uk) by the deadline of **noon, 26 November 2021**

Interviews are expected to take place online in week commencing 13 December 2021. Shortlisted candidates will also be invited to visit the College during this week.

Informal enquiries about the post may be made to Mr Ashley Walters, Director of Governance and Projects: ashley.walters@hmc.ox.ac.uk.