

JOB DESCRIPTION AND FURTHER PARTICULARS

Post Title:	Development Assistant (DA)
Department:	College Alumni Relations and Fundraising Office (Development Office)
Department and Job Purpose:	To provide administrative support to the Major Gifts Team
Responsible to:	Development Director
Salary Grade:	Brasenose College Salary Scale, Grade 4 currently (£24,901 - £28,488 per annum) depending on skills and experience.
Appointment Type and probation period:	This is a permanent full-time post with an initial probationary period of six months.
Notice period:	During probation one week's notice is required on either side. Following successful completion of probation, the notice period is one month.
Hours of Work:	Full time 35 hours each week. Standard hours are from 9am until 5pm, with an unpaid hour taken for lunch, Monday to Friday. A willingness and ability to adopt a flexible approach to working hours and duties is necessary.
Additional information:	Appointment is conditional on verification of the successful candidates right to work checks in advance of employment commencing and subject to satisfactory references and medical clearance through the University's Occupational Health Services.

1. About Brasenose College

Brasenose College is one of the older Colleges in Oxford and has 370 undergraduates and 210 graduate students and 115 support staff making it one of the medium-sized Oxford colleges.

2. The Alumni Relations and Fundraising Office (Development Office)

The College ensures that its already strong links with alumni and supporters are maintained through its Development Office. The seven-person team keeps in touch with alumni and supporters through face-to-face meetings, events, publications and social media. It solicits financial support from its alumni which helps fund College initiatives and priorities.

3. Job Overview

The Development Office is offering an early career opportunity. Working with the Development Director and the Major Gifts Team you will assist with encouraging significant donations by identifying and contacting potential alumni supporters of the College. The role will provide administrative support to the Major Gifts Team and the postholder will assist the overall process of identifying, contacting, cultivating and keeping in touch with potential

supporters. The postholder will be an integral part of the Major Gifts Team and will share in its success.

4. Duties and Responsibilities

Philanthropic Giving Support

- Identify and research potential supporters, and alert the Major Gifts team through the compilation of short reports
- Use the College's CRM (Client Relationship Management) System to track activity of the Major Gifts Team
- Monitor Brasenose alumni Google alerts and flag opportunities for possible follow up by the Major Gifts team
- Order in terms of "likelihood of success" the college's database of potential supporters by judging ability to donate and inclination towards College.
- Ensure solicitation meetings are arranged with those on the list of already identified supporters by emailing them or their offices.
- Plan and arrange international travel for Principal, Development Director and senior Major Gifts team members when carrying out Development Office activities.
- Help keep the college alumni database up-to-date and accurate; including uploading reports of meetings between team members and supporters, updating supporters' records with career information, honours awarded and other successes.
- Assist the Development Officer (Annual Fund) in the accurate recording of gifts according to established protocols.
- Draft, send out, and store gift agreements and thank you letters for major gifts.
- Lead on the administration of bursary recipient-donor stewardship process.

Management and Governance Support:

- Provide executive assistance to the Development Director, including diary management, collation of expenses, scheduling team appraisals, recording team absences, assistance with team overtime records and general administration for the Development Team.
- Secretary to the termly Development Committee; responsible for simple financial reporting, preparing papers and writing minutes.

General Duties

- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures.
- To participate in training and development required by the College.
- To be willing and prepared to undertake any other duties as directed by the Development Director and Senior Development Officers. The job description may be subject to review in consultation with the postholder.
- To be vigilant and take responsibility for ensuring the Development department and College property and equipment is kept safe at all times.

- To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.

5. Person Specification and Criteria

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application form provides evidence of how they meet these criteria.

Person Specification	Essential/ Desirable	Evidenced by
Personal qualities		
Ability to communicate effectively at all levels, adapting styles as required.	Essential	Application form & Interview
A goal oriented, driven, proactive, team player with energy and enthusiasm.	Essential	Application form & interview
A high level of tact, diplomacy and sensitivity to confidentiality.	Essential	Application form & interview
Highly organised, systematic, meticulous and reliable.	Essential	Application form & interview
Ambitions for a career in fundraising.	Essential	Application form & interview
Socially confident, outgoing, friendly and articulate	Essential	Application form & interview
Skills and competencies		
Oral and written communication of a very high standard.	Essential	Application form & interview
The ability to learn new skills and systems quickly and develop good office IT skills.	Essential	Application form & interview
Excellent organisation skills, forward planning and the ability to work in a methodical way.	Essential	Application form & interview
Experience of convening and minute-taking in committee meetings.	Desirable	Application form & interview
Knowledge and Qualifications		
University degree	Desirable	Application form & interview
Sound working knowledge of Microsoft Office packages	Desirable	Application form & interview
Experience		
Previous experience of working in a not for profit organisation.	Desirable	Application form & interview
Experience of working as a DA or other role in a Higher Education Development Office.	Desirable	Application form & interview
Experience of working in a Family Office or Alumni Relations Office.	Desirable	Application form & interview
Experience of telethons including calling potential donors	Desirable	Application form & interview

6. Summary of Terms and Conditions of Employment and Benefits

Appointment:

This is a permanent full-time post and there will be an initial probationary period of six months. During this period the postholder's employment may be terminated by one week's notice on either side. Following successful completion of probation, the period of notice to terminate employment is one month. The appointment will be conditional on verification of the successful candidate's 'Right to Work' checks in advance of employment and subject to the receipt of satisfactory references and medical clearance through the University's Occupational Health Services.

Salary:

Equivalent to Grade 4 of the Brasenose College salary scale, currently £24,901 - £28,488 per annum depending on experience. Advancement up the scale is on merit.

Hours of Working:

Full time 35 hours each week. Standard hours are from 9am until 5pm, with an unpaid hour taken for lunch, Monday to Friday. A willingness and ability to adopt a flexible approach to working hours and duties is necessary.

The postholder will be required to work the hours necessary to fulfil the job requirements and subject to operational needs. A willingness and ability to adopt a flexible approach to working hours and duties is essential according to the requirements of the College.

Benefits:

- **Free Lunch** – employees are entitled to take lunch free of charge, when the kitchen is open.
- **30 Days Annual leave** – The holiday year begins on 1 January and ends 31 December. The paid holiday entitlement for a full-time contract is six working weeks (30 days) annual leave (5 days to be taken over Christmas break) plus 8 Statutory Bank Holidays. The remainder to be taken at such times and shall be mutually convenient, and agreed in advance with the Development Director.
- **Pension** – eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.
- **Salary Exchange Scheme** – If you join the Oxford University Staff Pension Scheme you will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff. This scheme is financially advantageous both to the employee and the College as the employer.
- **Welfare Support** – Employee Assistance Programme – a free confidential telephone helpline and online medical guidance. Free annual flu jab.
- **Travel Pass Loan** – a discounted travel scheme is available with monthly deductions from salary.
- **Cycle to Work Scheme/Bike Loan** – monthly deductions from salary.
- **Sports Facilities** – Access to the University Sports club.

- **University Card** – for discounts in shops, cafes and restaurants and University Leisure facilities.

Other Information: No smoking is allowed on any of the College sites.

7. Application process

- To apply, download the application form from the website here and submit this online <https://submit.bnc.ox.ac.uk> using the *Applications for Non-Academic Appointments* box.
- Please also submit a full CV, and a one page covering letter, explaining why you are interested in the post for your application to be considered. Alternatively, your application can be posted to: HR Department, Brasenose College, Radcliffe Square, Oxford, OX1 4AJ.
- In addition, we require the names and addresses of two referees, one being your current or most recent employer (if applicable). Referees will not be contacted until after the position has been offered.
- The closing date for applications is **10am on Wednesday 27th March 2024**. Applications received after this time may not be considered. You will receive an acknowledgement email after your application has been successfully submitted via the online portal.
- **In person interviews will be conducted at Brasenose College, w/c 8th April, likely 10th April 2024.**
- Brasenose College is an equal opportunities employer.
- This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; you are asked to complete the Recruitment Monitoring Form which is available on the website. The information supplied on the form will play no part in the selection process and will NOT be seen by a member of the selection panel.

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 in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf