



Brasenose College, Oxford

Further Particulars

Job Title: Development Officer (Annual Fund)
Department: Alumni Relations & Development
Responsible to: Development Director

The College

Brasenose is one of Oxford's most popular Colleges and has a reputation for excellence within a very friendly environment. Brasenose has over 8,500 alumni working in all areas of life. The Alumni Relations and Development Office has in place a successful programme of activities for alumni and has established an effective fundraising campaign. The office is situated in the heart of the College and consists of the Development Director (who is a Fellow of the College), a Deputy Director, a Senior Development Officer (Major Gifts), a Senior Development Officer (Donor Relations), a Development Officer (Alumni Relations), a Development Officer (Annual Fund) and a Development Assistant.

Job Description

The primary purpose of the post is to build the College's regular-giving programme; increasing participation levels and funds raised. The methods employed include: telephone campaigns, regular, targeted mailings and other common mass fundraising methods. It is desirable but not essential that the successful candidate has experience of working within a fundraising environment, preferably within education, and has previous experience with annual fund/telephone fundraising.

Principal Responsibilities:

• Managing the Annual Fund

- ◆ Producing fundraising literature (direct mail letters, the *Donor Impact Report*, digital copy, etc.) and other relevant documentation including donation forms.
- ◆ Draft and prepare 'thank you' letters and ensure that donors are thanked in an appropriate and timely manner.
- ◆ Ensure that all gifts are properly and accurately recorded on the database and that direct debit collections and standing orders are administered in a timely manner.
- ◆ Liaison with the Finance Bursary over the administration of all gifts including the production of a monthly gift report to facilitate the reconciliation process.
- ◆ Control of Annual Fund budget.
- ◆ Run regular checks for lapsed donors and follow up appropriately.
- ◆ Producing an annual statement to donors of their gifts for tax purposes.
- ◆ Ensuring that Gift Aid is requested for all appropriate gifts and that the appropriate documentation is in place.
- ◆ Deploying industry-standard techniques to retain donors on the regular giving programme.
- ◆ Analysing the performance of the programme for reporting to the Development Director and Development Committee.
- ◆ Ensuring the cleanliness of the database through regular maintenance and imports after fundraising campaigns.
- ◆ Selecting, segmenting, exporting and transferring data for all fundraising campaigns (in line with house-rules and all relevant data protection regulations). Produce occasional information lists for other College personnel.

- ◆ Establishing (with the Development Director and Senior Development Officers) a structured programme of thanking donors and ensuring they are kept informed and involved in projects they have supported.
- **Planning and managing telephone campaigns**
 - ◆ Liaising with external telephone fundraising suppliers as well as internal stakeholders to ensure the accurate planning and smooth running of the campaigns.
 - ◆ Pre- and post-campaign administration.
 - ◆ Recruitment of calling team.
 - ◆ Caller training.
 - ◆ Management of the call room.
 - ◆ Track outstanding pledges and monitor pledge payment activity and reminders.
- **Recruitment and retention of regular donors to the College's mid-range giving circle, *The 1509 Society***
 - ◆ Develop opportunities for individual and personalised asks at the £1,509-£5,000
 - ◆ Advertise the 1509 Society through bespoke and segmented mailings and telephone campaigns.
 - ◆ Working with the Development Director and Senior Development Officers to steward current major donors through the regular giving programme.
- Liaising with JCR and HCR to raise awareness of development activity and to involve current students in fundraising publications, events and campaigns.
- Facilitate the identification of major gifts and potential legacies and liaise with the relevant colleague to ensure the lead is followed-up.
- Working closely with the Alumni Relations and Development Director and other staff to develop fundraising strategies and integrate with university-wide and alumni-led initiatives.
- Any other reasonable duties associated with the Alumni Relations and Development Office.

Requirements:

Essential

- Strong self-motivation and the ability to work as a team member.
- Proven organisational skills with an ability to prioritise and manage multiple tasks and variety of demands.
- Attention to detail.
- High degree of professionalism, tact and diplomacy, and commitment to maintain confidentiality.
- Excellent written, oral and interpersonal skills.
- Good telephone manner.
- Ability to engage and work successfully with a variety of constituencies such as alumni, Fellows and the wider College community.
- Advanced knowledge of Microsoft Office, reporting tools and databases.
- Proficiency and experience with information technology.
- Understanding of basic financial procedures and administration.
- A high degree of accuracy in record keeping.

Desirable

- Previous experience with annual fund/telephone fundraising.
- Experience of fundraising in an educational environment.
- Educated to degree level or equivalent professional experience.
- Good working knowledge of Raisers Edge.
- Knowledge and or experience of the University of Oxford.

- Experience of recruiting and working with volunteers.

Terms and Conditions

Appointment: This is a permanent full time post, which we would like to fill as soon as possible. There will be an initial probationary period of six months. During this period the post holder's employment may be terminated by one week's notice on either side. Thereafter the period of notice to terminate employment is one month. The appointment will be conditional on verification of the successful candidate's availability for employment in this country, and subject to the receipt of satisfactory references and medical clearance.

Salary: Equivalent to Grade 5 of the Oxford University Pay Scale, currently £24,565 to £29,301 pa, depending on previous related experience. Advancement up the scale is on merit.

Benefits:

- **Pension:** Employment with the College provides access to the Oxford Staff Pension Scheme (OSPS).
- **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.
- **Meals:** Employees are entitled to take lunch free of charge in Hall each day they work when the kitchen is open.
- **Hours of Working:** Full time 35 hours each week. Standard hours for the Development Office are from 9 am until 5 pm, with an unpaid hour taken for lunch, Monday to Friday. Some weekend and evening work may be required for which time off in lieu may be given. A willingness and ability to adopt a flexible approach to working hours and duties is necessary.
- **Annual Leave Entitlement:** Annual leave entitlement is 30 days (5 days of which are taken over the Christmas break) plus 8 statutory Bank Holidays. The remainder to be taken at such times as shall be mutually convenient, and agreed in advance with the Development Director.
- **Travel Pass Loan** - monthly deductions from salary
- **Cycle to Work Scheme/Bike Loan** – monthly deductions from salary
- **A non-contractual College bonus** payable in December, if finances permit
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities

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 Data Protection Act 1998.

Other information

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; to this end, applicants are asked to complete a Recruitment Monitoring Form, which is available on the website. This should be returned with your application, but should be placed in a separate sealed envelope addressed to the Human Resources Assistant. The information supplied on the form will play NO part in the selection process, and will NOT be seen by any member of the selection panel.

No smoking is allowed in any part of the College.