



**Regular Giving and Alumni Relations
Executive**

Full-time, permanent, Oxford-based

**£37,636 - £44,482 inclusive of £1,000
Somerville weighting (pay review pending)**

This is a fabulous opportunity for a highly motivated, enthusiastic and well-organised individual with experience in regular giving fundraising to join our successful Development and Alumni Relations team as we start to close our highly successful RISE Campaign.

This is a key role within the team and you will be adept at creating and maintaining excellent relationships with a wide variety of individuals at all levels. Your natural passion and enthusiasm for fundraising will allow you to engage a variety of alumni and potential donors with a wide range of events and projects and encourage our alumni to support RISE. Overall, you will contribute significantly to the success of our fundraising efforts.

Reporting to the Senior Development Executive, you will be expected to manage the college's regular giving programme and engagement with young alumni. You will create and run annual and ad-hoc regular giving and young alumni events, liaising with colleagues throughout college and in the wider University to provide an excellent experience for our donors and potential donors. You will be a highly capable steward and administrator, able to keep accurate and timely records of communications, progress and fundraising activities in your area and will have excellent knowledge and understanding of compliance in a fundraising context.

In return, you will get to work with an equally passionate team and will have the opportunity to develop your skills and expertise in a warm, supportive and diverse environment.

About the College

Somerville takes great pride in its pioneering history, its academic excellence, and its intellectual and social openness. It was founded in 1879 as a non-sectarian College, and one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994. There are approximately 450 undergraduates following three and four-year courses across a wide variety of disciplines and 280 graduate students currently reading for masters and doctoral degrees.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. Tutors are assisted by college lecturers, and the research community includes a number of postdoctoral research fellows. There are approximately 100 members involved in the College's academic community and we employ 145 support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

The Development and Alumni Relations Team

The Development and Alumni Relations team at Somerville College is one of the most successful across the collegiate University, regularly appearing among the top colleges in the intercollegiate benchmarking study. It builds and strengthens lifelong relationships with alumni, donors, and friends of the College. The team leads fundraising initiatives, alumni engagement, events, and communications, helping to secure philanthropic support that enables Somerville to deliver an outstanding educational experience and achieve its strategic priorities. Team members are trusted with a high degree of autonomy and encouraged to apply their expertise, creativity, and professional judgement to shape initiatives and deliver meaningful impact.

The role

Management of the Regular Giving Programme

Fundraising strategy and donor management

- Strategically grow the Somerville Fund by increasing participation and upgrading regular donations, ensuring messaging is aligned with Somerville's RISE Campaign.
- Work specifically with the Senior Development Executive to develop and maintain a strong pipeline of donors.
- Work closely with the Director of Development, Senior Development Executive and other members of the Development Team to ensure coordinated fundraising activity.
- Over time, develop and manage a portfolio of mid-level donors (£5,000–£25,000), leading activity across the full donor lifecycle, from prospect identification and cultivation to solicitation and stewardship.

Fundraising delivery and campaigns

- Create and deliver a programme of fundraising activity to solicit gifts from alumni and friends using a range of channels, including personal solicitations, telemarketing, crowdfunding, direct mail and digital communications.
- Manage the College's crowdfunding projects and contribute to the development and delivery of the digital fundraising strategy.

- Organise and manage telethon activities, including recruiting callers, coordinating with external consultants, arranging training and logistics, supervising calling sessions and overseeing follow-up activity.
- Develop and deliver the College's Giving Day campaigns, using multi-channel fundraising and engagement strategies to increase donor participation, acquire new supporters and maximise philanthropic income.
- Organise and produce regular giving communications, including direct mail appeals, fundraising brochures, letters and other supporting materials.
- Work with the Communications Officer to maintain and enhance the College's fundraising webpages, electronic communications and social media activity.
- Organise and manage the Development Team's contribution to Degree Days, including the annual Leavers' Gift campaign and other relevant fundraising opportunities.

Volunteer and stakeholder engagement

- Act as a representative of the College and a key point of contact for alumni, parents, friends and volunteers.
- Liaise closely with the JCR and MCR to strengthen engagement between students and the Development Office, recruiting and coordinating volunteers to support fundraising initiatives.
- Represent the regular giving programme internally and externally, promoting awareness and support across the College community.

Monitoring and evaluation

- Evaluate the effectiveness of the regular giving programme and report progress to the College and relevant committees.

2. Alumni Relations and Stewardship

- Engage young alumni through targeted events and initiatives.
- Promote and steward the Cedar Circle group of regular donors.
- Work with the Deputy Development Director (Operations) to ensure timely acknowledgment and recognition of all regular giving donations.
- Work with the Head of Communications and Communications Officer to support production of the Annual Report to Donors.
- Undertake other administrative duties and special projects as required within a dynamic Development Office.

3. Data Management and Reporting

- Use the College's development database (DARS) to retrieve, analyse and manipulate data relating to the regular giving programme, using insights to evaluate performance and recommend improvements.
- Assist the Deputy Development Director (Operations) in maintaining accurate records and documenting and tracking regular giving activity.

General

- Undertake any necessary training applicable to the role as well as training which applies to general college policies and processes, such as health and safety training and data protection training;
- Be familiar with and abide by college policies and processes;
- At all times, operate with due consideration for equality, diversity and inclusion.

The role is based in Oxford however some attendance at meetings, college events or travel to see potential donors may be required and may take place at weekends or outside normal office hours. In these instances, time off will be given in lieu.

Selection criteria

This section lists the knowledge, skills, experience and qualities that we expect the postholder to have on joining the role and are used at recruitment stage to select the most suitable candidate.

Essential

- Educated to degree level, or strong evidence of possessing the skill and competence required of the post holder
- Experience of working in development or other fundraising environment
- Ability to oversee projects and processes independently; a results-driven individual who demonstrates enthusiasm for learning and exploring regular giving and development strategies
- Ability to organise and oversee successful events; ability to employ keen judgment and make quick decisions in the run-up to and during an event
- Excellent written and verbal communication skills, with demonstrable ability and confidence to engage with people from diverse constituencies, both within and outside the College
- Good time management skills and the ability to multi-task and to prioritise work effectively to meet strict deadlines
- Ability to work to a high standard in an organised and effective way, with excellent attention to detail and a high standard of professionalism
- Experience of using databases and the ability to update records and produce reports
- Good understanding of GDPR and its application within an educational institution
- Ability to synthesize information and present in an accessible format for others
- High level of IT literacy, particularly with Microsoft Office
- Ability to promote the use of social media and electronic forms of communication in a work-related context
- Sympathy with aims and ethos of Somerville College

- Flexible and adaptable to work duties and with a positive approach to change and new challenges
- Willing and able to be flexible with working hours in order to meet the demands of the job when required

Desirable

- Experience of running appeals, regular giving programmes or other telemarketing and Giving Day activities
- Experience as a telethon caller in a university setting (especially in an Oxbridge college)
- Experience of using CRM or other fundraising databases
- Experience of digital fundraising
- Experience of organising 'high end' and/or large-scale events
- Experience of working within a College, University, or not-for-profit environment

Salary, hours and benefits

- Salary in the range £37,636 - £44,482 inclusive of £1,000 Somerville weighting element (pay review pending). Appointments will normally be made at the start of the range
- Membership of the Support Staff Pension Scheme
- 38 days annual leave per year, inclusive of bank holidays
- A free meal whilst on duty and opportunities to attend College events
- Subsidised rate for on-site college nursery
- Wide range of discounts and access to University gardens, libraries and museums
- Full-time (35 hours per week), permanent contract

Full terms and conditions of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

Application Procedure

The closing date for completed applications is 12 noon (UK time) on Wednesday 12 August 2026.

Informal enquiries about this post may be directed to the Director of Development, Sara Kalim (sara.kalim@some.ox.ac.uk)

1. Applications should be made online at www.some.ox.ac.uk/about/jobs
2. You must submit all elements of your application by the deadline above
 - A covering letter, highlighting your suitability and motivation for the post
 - Your CV with details of your work experience and qualifications
 - The names and contact details (including email address) of two referees. At least one referee must be your current or most recent line manager who has extensive experience

of working with you. Please supply each referee with a copy of the further particulars of this post. We will assume we are free to contact your referees at any stage of the process unless you clearly indicate otherwise on your application.

Interview date: Interviews will be held, in person, in Oxford on 1 or 2 September 2026, and short-listed candidates will be given written tasks to complete and submit ahead of the interview.

Any queries with regards to references or the application process can be emailed to recruitment@some.ox.ac.uk

Communications:

We will communicate with applicants by email regarding the status and outcome of their application. Please state clearly in your application if email communication is not a convenient method of communicating with you.

Your data

All data supplied by candidates 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 Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Equal Opportunities

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. 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. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

Any offer of employment will be subject to the following:

1. 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. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Satisfactory references

Please see above for details of how references should be submitted

3. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

4. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical declaration. It may also be necessary to refer the successful candidate to our Occupational Health provider for confirmation that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

5. Further checks

Where required for the role, further checks, such as DBS, may be required. We will advise applicants of the need for any additional checks as appropriate.

July 2026