Further Particulars

Regular Giving and Alumni Relations Executive (internal only)

(Ref 900441)

Somerville College is looking to appoint a Regular Giving and Alumni Relations Executive who will run all aspects of the regular giving programme throughout the year as well as engage alumni, in particular those who have recently graduated, with special events and projects. This role also provides a chance for the right candidate to start their own portfolio of new supporters to the College through personal meetings. There will be opportunities for personal development through training and mentoring in a highly supportive environment.

You will report to the Director of Development and work closely with the Alumni Relations team and other members of the Development office.

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

The income of the College, a self-governing educational charity, stems from academic fees, residential, catering and conference operations, endowment and unrestricted donations and legacies. Through special development projects, often named for our catalytic female alumni, transformational legacies and careful stewarding and management, the endowment has more than doubled over the last decade. We take pride in having an adventurous approach to fundraising and engagement. We think outside the box and are not afraid to take risks and experiment with new technologies and media. The Somerville Development team has fostered a collaborative work ethic and atmosphere second to none is exemplified by loyalty and longevity of the team.

Main Duties

- Manage all aspects of appeals to raise funds for Somerville’s RISE Fund.
- Develop and implement a strategic plan of action with objectives, timelines and evaluation plans for the regular giving programme.
- Create and administer a programme and activities to solicit gifts from alumni, parents and friends using all media at your disposal.
- Work closely with the Director of Development and other members of the Development Team to ensure coordination of fundraising efforts.
- Manage the college’s crowdfunding projects.
- Act as a representative of the College and a point of contact for external constituents, including alumni, parents, friends and volunteers.
- Engage with young alumni through events and projects specifically designed for them.
- Promote and steward the new ‘Cedar Circle’ giving circle.
• Manage and coordinate a selection of events.
• Work with the Deputy Development Director (Operations) to ensure the acknowledgment and recognition of all gifts to the regular giving programme.
• Utilise our development database (DARS) to retrieve and manipulate data.
• Assist the Deputy Development Director (Operations) in maintaining records and documenting and tracking regular giving operations.

Selection Criteria

Essential

• Educated to degree level
• Experience of working in development or other fundraising environment
• Ability to oversee projects and processes independently
• Ability to organise and oversee successful events
• Excellent written and verbal communication skills
• Good time management skills and the ability to multi-task
• Ability to work to a high standard with excellent attention to detail
• Experience of using databases
• Good understanding of GDPR and its application within an educational institution
• Ability to synthesize information and present in an accessible format
• High level of IT literacy
• Ability to promote the use of social media in a work-related context
• Sympathy with aims and ethos of Somerville College
• Flexible and adaptable to work duties
• Willing and able to be flexible with working hours when required

Desirable

• Experience of running appeals, regular giving programmes or other telemarketing activities
• Experience as a Telethon caller in a University setting
• Experience of using CRM or other fundraising databases
• Experience of digital fundraising
• Experience of organizing ‘high end’ and/or large scale events
• Experience of working within a College, University, or not-for-profit environment
Terms and conditions

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

<table>
<thead>
<tr>
<th>Duration</th>
<th>This is a permanent, full time post and will be dependent on satisfactory completion of a probationary period. The appointment will be subject to pre-employment checks as listed below.</th>
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<tbody>
<tr>
<td>Salary</td>
<td>The salary will be between £31,866 to £36,914 which is aligned to Band 7 of the Somerville College salary scale for support staff, dependant on skills and experience. The College pay spine is uplifted for cost of living on a regular basis, normally annually.</td>
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<tr>
<td>Hours of Work</td>
<td>Hours to be agreed with the Development Director. Total weekly hours will be 35 hours per week exclusive of meal breaks.</td>
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<tr>
<td>Holiday Entitlement</td>
<td>The post holder will be entitled to pro-rata of 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.</td>
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<tr>
<td>Pension</td>
<td>The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).</td>
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<tr>
<td>Life Assurance</td>
<td>College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).</td>
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<td>Meal Entitlement</td>
<td>Meals on duty will be provided free of charge.</td>
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<tr>
<td>Sickness Benefit</td>
<td>A maximum of (pro-rata) six weeks’ sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.</td>
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<tr>
<td>Employee Assistance Service</td>
<td>A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.</td>
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<td>Childcare</td>
<td>Somerville runs a small on-site Nursery.</td>
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<tr>
<td>Training</td>
<td>The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.</td>
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<tr>
<td>Smoking policy</td>
<td>No smoking or vaping is allowed in any part of the College.</td>
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<tr>
<td>Parking</td>
<td>There is no parking on-site.</td>
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</table>
Application Procedure

Your application should comprise

1. A completed application form (including a hand-written personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email you completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 90041 in the heading

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

The closing date for completed applications is 10am on Friday 27 August 2021.

Interviews will be held in Oxford as soon as possible after the closing date.

Equal Opportunities statement

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 committees will contain at least one member of each sex.

Data Protection

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 Data Protection Act 1998 and the College’s Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility 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.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. 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.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager.
from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still ‘live’.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service 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).

The purpose of the pre-employment medical health questionnaire is to:

(i) assess the candidate's medical capability to do the job for which they have applied:
(ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
(iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

November 2019