

Data Systems and Research Officer

Ref 900484

Somerville College is seeking to appoint a well-organised, methodical candidate to the role of Data Systems and Research Officer. The successful candidate will have responsibility for the information systems of the Development team, maintain an up-to-date database on our constituents and provide prospect research to further the College's primary fundraising aims.

The Data Systems and Research Officer will work closely with the Development Office team and have an important part to play in helping the College to build on its fundraising successes so far, and in ensuring the success of its future plans.

This is a permanent, full-time post available immediately.

Somerville College

Somerville College is one of 39 independent, self-governing colleges of the University of Oxford. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 to "include the excluded" by offering an Oxford education to women. It's non-denominational foundation gave Somerville a liberal, open and progressive ethos which attracted women from all over the world and from all backgrounds. It has been a mixed college since 1994. These founding values are very much celebrated and in evidence today.

There are 200 graduate students currently reading for masters and doctoral degrees and about 400 undergraduates following three and four-year courses across a wide variety of disciplines. The postgraduate body is particularly international and diverse, not to mention a very welcoming community. The undergraduate body includes a higher than average proportion of state-school students. Further information about the College may be found at www.some.ox.ac.uk.

The Development Office

The Development Team's main objectives are to deliver the College's strategic plan and priorities through raising philanthropic funding and high-quality engagement with its alumni community. As a result of decades of exemplary and innovative engagement with its alumni and friends, Somerville has nurtured a strong and loyal community of supporters who are proud of its heritage and eager to support its future. This strong base has enabled the College and the Development Team to

undertake exciting new projects that have had significant impacts not just on our fundraising potential, but on the academic life at Somerville. These projects range from the Oxford India Centre for Sustainable Development to the Margaret Thatcher Scholarships to Sanctuary Scholarships for refugee students. The Senior Development Executive will join a dynamic and consummately professional team that is comfortable with using all manner of innovation in delivering it's fundraising and objectives.

The role

1. Information systems

- Maintain data systems including data cleansing
- Extraction of demographic and statistical alumni data
- Work with the Development team to develop a greater understanding of the donor base and to identify major gift or high-end prospective donors
- In association with the Deputy Development Director (Operations) establish clear protocols for use of the database and data entry.
- Produce reports from the database (DARS) for the Development team as requested.
- Build and manage research groups in DARS to assist the fundraising team to target particular constituents for campaign projects
- Work to continue to increase the number of alumni with consent and to monitor our practices to ensure they are in line with data protection legislation.

2. Prospect Research

- Responsibility for prospect research on Somerville's fundraising campaigns.
- Proactively and independently plan and execute strategies to identify sources of private support using research techniques to ensure that Somerville's fundraising initiatives have sufficient prospects to meet fundraising goals. Devise strategies for obtaining new prospects in order to ensure the ongoing expansion and renewal of the prospect base.
- Qualify prospects by researching and analysing individuals and organisations to assess financial capacity, philanthropic tendencies, giving propensity and connections to Somerville initiatives.
- Provide direction on segmentation and management of large groups of prospects and donors.
- Maintain and develop research resources and identifying new useful sources.
- Work closely with the Deputy Development Director (Operations) to help keep various prospect pipelines within the DARS database up-to-date.

3. Financial data management

- Reconciling gifts with the Treasury
- Inputting all financial transactions received as donations via the Treasury and via Rapid Data (Standing Order software provider)
- Production of gift aid reports for the Treasury and maintaining gift aid records
- Produce Campaign reports as requested
- Provide weekly cash received reports for the team
- Assist with monitoring and identifying regular gift retention

4. Annual fund and telethon data management

- Work closely with the Regular Giving Executive to deliver an annual telethon including:
 - Production of required data exports
 - Vetting the calling pool in advance of the telethon, confirming of inclusions/exclusions
 - Supporting the Regular Giving Executive in analysing data in order to allocate COGS and assign ask amounts for the verified calling pool and identify key segments/prospects for the Telethon. Provide consultancy on the verified calling pool.
 - Attending the telethon to help the Regular Giving Executive to manage the pre-call emails, the calling process, answer student caller queries and prepare and send post call materials.
 - Plan and implement post-telethon data management including gift entry, response corrections and to import the calling data back into the database
- Analyse data to create regular fund mailings and crowdfunding appeal lists.
- Work with the Director of Development and Regular Giving Executive to ensure that all strategies, campaigns and communications maximise giving incentives, including gift aid and payroll giving

5. Alumni relations & Communications

- Assist the Somerville Association Secretary on all data processes required for the online mentoring platform, Aluminate.
- Design and implement the alumni personal information forms and create input systems for fast data entry into the database
- For the publication of our annual publication of *the Donor Report*; analyse all donation and legacy information (including in memory gifts, soft credit, spouses, foundations and anonymous gifts/legacies) to populate published lists and to build the Supporters' Day event list.

Other

- Ad hoc support for regular giving and communications projects, including underpinning a data-driven approach to fundraising
- Other duties as requested by the Development Director

Person Specification

Essential

Experience and knowledge

- Substantial experience working with databases, data manipulation, e.g. transferring and formatting files in preparation for import/export, and data analysis to produce meaningful reports
- Experience of providing high-quality research in a timely manner
- Experience designing data entry systems and writing protocols for their use
- Managing financial data reconciliation and data integrity
- Understanding of Development work within the higher education sector
- Familiarity with concepts involved in fundraising prospect research and prospect management
- Excellent understanding of the principles and application of the Data Protection Act in a higher education institution

Qualifications

- Educated to degree level, or with equivalent administrative / technical competence gained through relevant experience

Skills and abilities

- High level of computer literacy and proficient in use of Microsoft Office products (especially Word, Access and Excel) as well as desk top publishing and web design software
- Ability to synthesize information from a wide variety of sources and present the resulting information in an accessible format for others
- Excellent written and verbal communication skills in English
- Ability to organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow-through

Attitudes and approach

- Resourceful and independent, but comfortable working within the framework of an integrated Development programme and a team-oriented environment
- Responsive and expedient with the ability to manage multiple, diverse and competing priorities while meeting deadlines
- Sympathy with the aims and ethos of Somerville College
- Able to be flexible with working hours in order to meet the demands of the post

Desirable

- Experience of using research resources, such as Lexus Nexus, Infoglobe and Infomart, Who's Who in business and the Directory of Directors
- Experience working with DARS
- Ability to create visual representations of information to assist with communications, including data and research – for example, infographics

Salary, hours and benefits

- Starting salary £33,314 per annum
- 38 days; annual leave per year
- Free meals 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
- Probationary period of six months
- On-site working with work from home possible

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

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 your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 900484 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 10a.m. on Friday 7 April 2023.

It is anticipated that interviews will be held 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.

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.

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.

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.

April 2022