



## **NEW COLLEGE, UNIVERSITY OF OXFORD**

### **JOB DESCRIPTION – 1379 Society Manager**

New College seeks to appoint a full-time fundraiser in the College's Development Office to build strong relationships with existing and potential donors making gifts ranging from £1,379 to £10,000.

#### **The College**

Founded in 1379, New College is one of the oldest and largest of the colleges of Oxford University. The colleges are independent, self-governing establishments which function both as academic institutions and as social and residential centres for students. New College currently has approximately 440 undergraduate and 300 graduate students, studying most of the subjects offered by the University of Oxford.

#### **Development Office**

New College is increasing its fundraising team in preparation for a major fundraising initiative over the next few years. The College has identified the need to increase its assets by some £40 million from fundraising. This will involve endowing academic posts, bursaries and scholarships, significantly increasing the number of Old Members contributing to the College and raising funds for a number of major building projects. The Director of Development is responsible for alumni relations and fundraising for the College and is supported by a Senior Development Officer, a Communications and Events Manager and a Development Assistant.

#### **The Post**

The post holder will be responsible for promoting and expanding the College's "1379 Society" which recognises donors at various levels for their donations during the fiscal year and builds the pipeline for future major gifts. The successful candidate will be able to communicate confidently with a variety of audiences and have the ability to establish strong relationships with existing and future donors, encouraging regular and renewed support.

The position is ideally suited to someone building a career in fundraising, especially for those looking to develop their skills in face to face fundraising by spending time out of the office meeting with donors and prospects.

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<b>Jobtitle:</b>	1379 Society Manager
<b>Reports to:</b>	Director of Development
<b>Hours per week:</b>	Full-time (33.75 hours per week)
<b>Salary:</b>	£26,264 negotiable (equivalent to University Grade 6)

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### **Key Objectives**

- To develop the 1379 Society programme by identifying, recruiting and retaining individual members (predominantly Old Members of the College) of the Society at the £1,379 to £10,000 level.
- Through careful stewardship and reporting, to maximise the retention and renewal of donors within the Society, and to increase their giving over time.

### **Main Responsibilities**

- To manage and develop relationships with a portfolio of prospective and existing donors utilising a wide range of methods including:
  - face to face meetings
  - telephone approaches, including input to the annual telephone campaign
  - written correspondence and mailings
  - developing and managing volunteer networks amongst Old Members and other supporters
- To liaise with other members of the development office to research and develop a regular pipeline of potential new prospects for the 1379 Society.
- To develop and produce written materials and fundraising literature for the promotion of the Society.
- To work with the Communication & Events Manager to plan, deliver and attend appropriate stewardship events and activities.
- To ensure that gifts receive appropriate and timely acknowledgement.
- To record relevant information, including contact reports, on the development office database and produce regular reports on the performance of the 1379 Society.
- To agree with the Director of Development, and monitor, a series of key performance indicators including:
  - a regular number of monthly face to face meetings with prospective donors
  - new members of the society recruited
  - annual targets for cash raised and new pledges made
  - membership retention and renewal rates
- To provide occasional cover for other colleagues in the development office, to contribute to team wide meetings and planning and to undertake other duties as directed by the Director of Development.

## **Person specification**

### Relevant Experience, Skills and Knowledge

- At least one year of previous successful experience of working in fundraising, or in another target driven environment such as marketing or sales.
- Educated to degree level or equivalent.
- Proven ability to develop strategic approaches for a variety of projects.
- Experience of stewarding and cultivating relationships with high-level donors / clients.
- Experience of working with colleagues at senior level, i.e. Chief Executive, Director or Trustee level, and of representing an organisation at a high level.
- A good knowledge and understanding of the different methods of tax-efficient charitable giving, including legacies and gifts of shares and other tax efficient giving methods both in the UK and in other countries.
- Experience of databases and the internet, and fully conversant with MS Office.

### Communication and Interpersonal Skills

- Strong communication and negotiating skills and the ability to present a case convincingly in person.
- An articulate and confident manner, demonstrating sensitivity and diplomacy in order to develop good relationships and solicit major gifts.
- Excellent written communication skills to produce fundraising proposals and reports to a high standard of presentation to inform individuals of fundraising activity and progress.
- Ability to establish and maintain positive relationships with a wide range of people including the ability to recruit, motivate and manage senior level volunteers.
- Excellent time management skills with the ability to prioritise a varied and diverse workload and to work independently with minimum supervision and to meet deadlines.
- Experience of working as part of a team to deliver projects and with a diverse range of colleagues within a complex organisation.

### Additional Criteria

- A strong belief in the importance of universities to society, coupled with an acceptance of the importance of diversifying the funding base of these institutions and an awareness of the financial challenges facing the higher education sector.
- Ability and willingness to travel (mainly in the UK) and occasionally to work at evenings or weekends.

## **Benefits**

### Benefits include:

- 30 days annual leave
- Free lunch in College
- Pension: there is a salary-based occupational pension scheme applicable to this post
- The College runs a bicycle and nursery voucher scheme and a bus pass scheme

## **How to apply**

Please e-mail a full CV, a covering letter outlining your skills and experience relevant to this post and the names of two referees to the Director of Development, [mark.curtis@new.ox.ac.uk](mailto:mark.curtis@new.ox.ac.uk).

Those shortlisted will be invited to interview at New College during the week of 10<sup>th</sup> February 2014.

All applicants are asked to fill in an Equal Opportunity Monitoring Form to help us fulfill our duties as an equal opportunities employer. This is available on the College's website at [www.new.ox.ac.uk](http://www.new.ox.ac.uk) in the "job vacancies" section. Please note that it will not be forwarded to the interview selection panel and will be filed separately and confidentially to your application.

**The closing date for applications is 3<sup>rd</sup> February 2014.**