MERTON COLLEGE, OXFORD

DEVELOPMENT COORDINATOR

FURTHER PARTICULARS

Job Title: Development Assistant
Location: Merton College
Department: Development Office
Contract Type: Permanent
Responsible to: Development Director

Merton College

Merton College was founded in 1264, and is the third oldest College in Oxford. It is well-known for the outstanding achievements of its undergraduates, and the high performance of its graduates. Its buildings and grounds are widely acknowledged as among the most beautiful in Oxford. It has a strong sense of identity and is known to be a very friendly College. The College has some 300 undergraduates and a similar number of graduate students. It has a Governing Body of over 70 Fellows, supported by more than a hundred staff.

The Post-holder joins the Development Office at a particularly exciting time in the College’s History, not long after the College’s 750th Anniversary Year and after reaching the £30 million target of the 750th Anniversary Campaign. Merton is currently setting out clear goals for the years ahead: to attract the most outstanding people in the world, as undergraduates, graduates and Fellows, to serve the common good and is working on an updated case for support.

More information on Merton can be found on the website www.merton.ox.ac.uk.

Main Purpose of the Role

This is a key position within the Development Office team, requiring a highly organised individual with a keen attention to detail and an interest in working with a wide range of stakeholders across the College (Fellows, staff and students), donors and the alumni body.

The postholder will support the Development Director and the rest of the Development Office team in delivering a wide range of fundraising and alumni relations activities. These will include, but are not restricted to, preparation work for committees and board meetings, arranging UK and overseas travel, co-ordination of stewardship activities, organising the College’s merchandise, updating the database and gift processing, and assisting with the College’s events programme.

The successful candidate will be an energetic, flexible and personable team player with a willingness to act as a central point of contact in a busy office of seven members of staff.

Key relationships

- Development Director & Fellow (line manager)
- Members of the Development team
- Fellows, College Officers, College staff and students
- Alumni volunteers, including members of the various Committees
- Donors, alumni and friends of the College
Main Duties and Responsibilities

1. PA support for the Development Director
   a. To manage the Development Director’s diary and to organise internal and external meetings as required
   b. To provide day to day administrative support and assistance for the Development Director including drafting correspondence and answering telephone enquiries on his behalf
   c. To help prepare materials and papers for College Committees and Board meetings, to co-ordinate attendance, catering and any other arrangements, and occasionally to attend such meetings for the purposes of taking minutes
   d. To research and compile briefing notes and to provide fundraising materials for the Development Director ahead of donor meetings

2. Travel arrangements
   a. To help plan and organise travel arrangements for the Development Director, Development team members and, when required, senior College Officers such as the Warden
   b. To liaise with external travel agents on flights, hotels, visas and travel insurance
   c. To complete and submit expense claims for the Development Director and other team members following travel overseas

3. Office administration
   a. To open and circulate Development Office post on a daily basis, forwarding mail to alumni where necessary
   b. To organise and keep the Development Office filing system up to date, keeping records of correspondence and meetings as required
   c. To take the lead on overseeing and planning the Development Office budget in liaison with the Development Director and to keep the budget updated, process invoices and credit card statements, tracking expenditure and managing expense claims
   d. To assist the Development Operations and Data Manager with gift administration including preparing thank you letters for the Development Director and Warden, recording donations on DARS, preparing documentation for auditing and liaison with the Bursary and external donations agencies (e.g. CAF).
   e. To assist colleagues with the organisation and execution of fundraising mailshots
   f. To liaise with the Warden’s Office and Alumni Communications Officer on notices of alumni deaths and obituaries
   g. To organise Development team meetings and away days
   h. To assist with the organisation of telethons, including being present to represent the Development Office at one or more shifts during each campaign
   i. To liaise with the Merton College Charitable Corporation (MC3) in the US as required

4. Alumni Relations and events
   a. To work with the Development Director and Alumni Relations Officer to develop and maintain good relations with College alumni (Mertonians), dealing with general enquiries by telephone, email and post
   b. To assist the Alumni Relations Officer with the organisation of events, including sending invitations, producing name badges, checking accuracy of table plans and any other duties required to enable successful events
   c. To update alumni contact details and other relevant information on the DARS database system shared between the College and the University, ensuring that this is done in a timely manner and is compliant with data protection legislation
   d. To use the DARS system to run queries and exports of information for events, prospect lists and fundraising profiles when necessary with guidance from the Development Operations and Data Manager
e. To oversee the arrangements for College Degree days including the collection of contact details for graduating alumni and organising any merchandise promotion or sales

5. Stewardship
   a. To commission updates and reports from students and Fellows who benefit from scholarships, grants and activities supported by philanthropy in liaison with the Academic Office and to ensure that these are communicated to donors in a timely and regular fashion
   b. To organise bespoke stewardship activities for major donors as directed by the Development Director
   c. To co-ordinate any acknowledgement or naming activities in College, such as donor boards, named rooms, benches and other items
   d. To design and update presentations for the Warden and Development Director for key alumni events, ensuring that information is up to date and in line with key messages
   e. To organise the sending out of donor thank you gifts and Christmas card mailings for the Warden and Development Director
   f. To write and edit copy occasionally for College publications and fundraising materials

6. Merchandise
   a. To oversee College merchandise held in the Development Office, including commissioning and ordering gifts for volunteers and graduating students
   b. To liaise with external suppliers in placing orders for new and repeat items
   c. To complete stock takes on a biannual basis
   d. To co-ordinate the sale of merchandise at College events and degree days

7. Other
   a. To take an active role in the Development Office by contributing to wider departmental plans and strategy as appropriate
   b. To be available to work flexibly in order to attend events and meetings as required
   c. To undertake any other duties that may reasonably be requested by the Development Director appropriate to the level of the post

Person Specification: Skills, Qualifications and Experience

Essential

- Strong self-motivation and the ability to work as a good team player
- Excellent IT skills, including confident use of the Microsoft Office suite, (Word, Excel, Outlook and PowerPoint) and of relational databases
- A high level of numeracy
- Excellent keyboard skills and an aptitude for entering data quickly and accurately
- Proven track record in organising and managing a diverse workload with competing priorities and deadlines
- Excellent writing skills

Desirable

- Educated to degree level or equivalent professional qualification
- Experience of working in a College environment and/or knowledge or experience of the University of Oxford
- Experience of fundraising and alumni relations activities
- Creative/design skills
Location

The position is based at Merton College, Oxford, with the occasional requirement to attend events elsewhere in the UK, primarily in London.

Salary and benefits

The salary offered for full-time appointment to this job will be in the range £24,000 to £28,000 depending on qualification and experience. There is an annual ‘cost-of-living’ salary review, which normally takes place in the summer each year. In addition to the normal English bank and public holidays the post-holder will be entitled to 30 working days’ holiday.

The appointment is subject to satisfactory completion of a six-month trial period, during which the notice period will be one week on either side. Once the appointment has been confirmed the notice period will be two months on either side.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free medical insurance. Meals in College are provided free of charge when on duty.

Application Process

Those wishing to apply for this post should complete the online application at www.merton.ox.ac.uk/about-merton/vacancies and upload the following documents by 12:00 noon on Wednesday 1 August 2018:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV.
- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s Single Equality Scheme which is published at www.merton.ox.ac.uk/about/college-policies.

It is anticipated that interviews will be held on Friday 10 August and in the morning on Monday 13 August 2018.

For an informal discussion about the role before application please contact Duncan Barker, Development Director & Fellow, on +44(0)1865 276316 or duncan.barker@merton.ox.ac.uk.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, age, religion and beliefs or sexual orientation.

Merton College is an equal opportunities employer
Merton College is a registered charity (1139022)