



Job Description

Job Title:	Regular Giving Manager
Accountable to:	The Deputy Director of Development
Accountable for:	N/A
Liaison with:	Old Members, Students, Staff, External Consultants.

Background

The Univ Regular Giving programme is among the most successful in the UK and in Europe, regularly raising over £1m per year. It is a high functioning and active office with ambitious targets, both for money raised and for Old Members' participation in giving, and is an important part of the College's overall development strategy.

Job Purpose

The Regular Giving Manager is responsible for making a significant contribution to key relationships for the College. The main responsibilities of the role include: developing a specific marketing strategy, creating targeted fundraising events, co-ordinating mail appeals, running the Telethon, working with alumni volunteers, and securing regular support for the College's Regular Giving Programme.

Main Duties and Responsibilities

- Managing the College's Regular Giving programme and producing direct appeals;
- Planning and managing the annual telephone campaigns (in-house and with external consultants);
- Recruiting callers, conducting training, organising calling room shifts/logistics, supervising calling sessions as well as following-up and fulfilment;
- Producing and coordinating direct mail materials such as fundraising brochures, appeal letters and other relevant documentation (with assistance of Communications Officer);
- Managing, with colleagues, gift processing and acknowledgement for all Annual Fund donors;
- Chasing outstanding pledges, monitoring payment/reminder activity and producing reports for Development and other committees;
- Assisting with and attending Development/Alumni events throughout the year.
- Working with alumni volunteers to help organize reunion events and coordinate fundraising appeals;
- Engaging in other administrative duties as required to support the work of the Development Office.

Any other duties in related areas, which the Deputy Director of Development may reasonably expect.

Person Specification

Qualifications, Skills and Experience

Essential

- Educated to degree level or equivalent;
- Strong organisational skills and ability to manage a diverse workload;
- A high level of attention to detail and accuracy;
- The capacity to work to deadlines and under time pressure;
- The ability to work without supervision and, where necessary, to being pro-active and taking initiatives;
- Excellent interpersonal skills and the ability to communicate confidently, effectively and diplomatically with internal and external contacts;
- A high standard of written and spoken English to enable drafting of correspondence, documentation, briefs and reports;
- Understanding of fund-raising or alumni relations work in an academic environment (preferably familiar with Oxford and the collegiate system);
- The ability to work independently and flexibly as a member of a small team;
- The ability to use the full range of Microsoft Office applications, in particular Outlook, Word and Excel.

Desirable

- Experience as a telethon caller (especially for an Oxbridge college) highly desirable;
- Experience/knowledge of working in a university and/or college environment, or a comparable organization;
- Experience of events organization;
- Experience using a relational database (preferably Raiser's Edge);
- Financially numerate and able to prepare reports using large data sets for various audiences;
- Knowledge of relevant legislation, including tax-efficient giving and Data Protection.