



## Further Particulars

### Data and Development Operations Manager

#### About the College

University College ('Univ') founded in 1249, is the oldest educational foundation in Oxford. The College has approximately 360 undergraduate students, 200 graduate students and 50 Fellows.

Similar to other Oxford colleges, Univ is an independent, self-governing establishment. Univ is headed by the Master and lead by the Governing Body of Fellows, which has overall responsibility for all aspects of running the College.

Univ has an endowment of over £140 million and a mature and well-established fundraising programme. It is one of the leading Colleges in Oxford for fundraising and alumni relations.

#### The Development Team

Univ established a full-time Development Office in 1997. The office is primarily responsible for alumni relations and fundraising and has one of the most widely supported Annual Funds of any UK higher education institution, with more than a third of Old Members regularly making a gift to the College.

The Development team comprises eight staff including: the Director of Development and Alumni Relations; Deputy Director of Development and Alumni Relations; Senior Development Executive; Data and Development Operations Manager; Regular Giving Manager; Events Officer; Data Officer and Development Coordinator. While each member has specific responsibilities, it is a friendly "all hands on" office where considerable teamwork is welcomed and expected. Further information can be found at <https://www.univ.ox.ac.uk/alumni/give-back-to-univ/>

#### The Role

The Data and Development Operations Manager role covers three core areas: data management, gift processing, and prospect research. You will ensure that we maintain compliant data practice, and have responsibility for budget management, including the office's gift processing function working in close collaboration with the College's Treasury team. A further key part of the role is in assisting the team's fundraisers to maintain and develop their prospect pipeline through use of the CRM database, Raiser's Edge, to discover new potential supporters.

## Pay and Benefits

The salary is in on the University of Oxford Grade 7 pay scale, the range of £34,308 to £42,155 p.a. Salary will be dependent on experience, but is normally at the start of the pay scale. This is a permanent, full time position (based on a standard 36.5 hour week).

In line with the responsibilities of the post, flexibility in working hours will be required during busy periods.

The post carries with it generous benefits, including:

<b>Annual Leave</b> 30 days* annual holiday excluding bank holidays*	<b>Free Lunches</b> While on duty and if the kitchens are open	<b>Pension</b> Membership of the USS Pension Scheme
<b>Employee Assistance Programme</b>	<b>Occupational Sick Pay</b>	<b>Bus Pass Purchase Scheme</b>
<b>BUPA Health Care Insurance</b> with access to spouse/partner and children	<b>Enhanced Maternity Pay</b>	<b>Bicycle Purchase</b> Salary Sacrifice Scheme

\*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate's right to work in the UK and the receipt of satisfactory references.

## How to apply

Please submit a completed application form (available from our website) and a cover letter, explaining how your experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent to the HR Coordinator via email to [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk). Alternatively, you can post your application form and other documents to the HR Coordinator, University College, Oxford, OX1 4BH.

The closing date for applications is 12.00pm on **Friday, 9 December 2022**.  
Interviews will be held on **Thursday 15** and **Friday 16 December**.

*The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous recruitment monitoring form.*

### **Data Protection**

All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation. If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on <https://www.univ.ox.ac.uk/policy-documents/>