Further Particulars
Philanthropy Manager

About the College

University College (known as "Univ" for short) was founded in 1249. It is thought to be the oldest college of the University of Oxford. The College combines an ancient heritage with a forward-thinking and modern approach, blending academic excellence with an atmosphere that is friendly and welcoming.

The College occupies a historic site in central Oxford and is a lively community of around 450 undergraduates, 250 postgraduates, 100 members of academic staff and 150 members of professional and support staff. It offers a rigorous and nuanced education designed to inspire its students to be intellectually bold, to welcome challenge and be open to new ideas and ways of thinking. Alongside the academic underpinning there is a wide range of social and sporting activities on offer, together with strong wellbeing support.

The College is an independent, self-governing institution headed by the Master and led by the Governing Body, which has overall responsibility for all aspects of the running of the College. The Governing body is underpinned by a structure of committees, including the Development Committee concerned with Old Members, Fundraising and events.

The College has a widely supported regular giving programme and its alumni have facilitated transformational change through their support. There is also a collaborative and constructive working relationship between the College and the central University’s Development team.

For more information about the College, please click [here](#).

The Development, Alumni Relations and Communications Team

The College has one of the longest-established and best-performing Development Offices in Oxford. The Development and Alumni Relations team is responsible for an extensive programme of alumni outreach, fundraising events and campaigns designed to foster and maintain relationships between the College and its global alumni body. The Communications team supports the College’s overall digital and wider communications strategy through engagement with all stakeholders including staff, students and alumni. They support the College’s website development as well as internal and external communication through publications and newsletters.

The Development and Alumni Relations team comprises nine members of staff: The Director of Development, Alumni Relations and Communications; Deputy Director of Development; Senior Philanthropy Manager; Data and Development Operations Manager; Data Officer; Alumni and Donor Relations Officer; Philanthropy Manager; Events Officer and a Development Office Coordinator. The Communications team comprises three staff - a Digital Communications Manager, Communications Officer and Communications Assistant. The Director has oversight of this team. 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 Philanthropy Manager is a senior role within the team and is responsible for making a significant contribution to key relationships for the College and will pay a vital role in raising funds for University College. The main responsibilities of the role include: maximizing income from mid-level supporters, developing and implementing a specific regular giving strategy that includes telethons, giving days, direct mail, digital campaigns and working with alumni volunteers. For more information, please see the Job Description.

Pay and Benefits

This is a permanent full-time (36.5 hours per week) or part-time (29.2 hours) post. The salary range is on grade 6 of the University of Oxford pay scales - £31,502 to £37,386. The salary offered, may be at or above the starting point depending on experience.

Hybrid working, including working remotely for a proportion of the week, is available in this role. In line with the responsibilities of the post, flexibility in working hours will be required as the role requires some out-of-hours work during telethon campaigns, for events, meetings and some travel (UK). Time off in lieu will be given as required.

The post carries with it generous benefits, including:

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<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Pension</th>
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<tr>
<td>30 days’ annual holiday excluding bank holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the USS Pension Scheme</td>
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<td>Employee Assistance Programme</td>
<td>Occupational Sick Pay</td>
<td>Bus Pass Purchase Scheme</td>
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<td>Private Health Care Insurance with access to spouse/partner and children</td>
<td>Enhanced Maternity Pay</td>
<td>Bicycle Purchase</td>
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<td>Salary Sacrifice Scheme</td>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment is conditional on the right to work in the UK and satisfactory references.

How to apply

Applicants are asked to submit a completed application form (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications may not be considered.

Applications should be sent by email to the HR Team at hr.admin@univ.ox.ac.uk.

The closing date for applications is 12.00pm on 21st July 2023.

Interviews will be held on 2nd/3rd August 2023.

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