Events & Fundraising Assistant
at Mansfield College, in conjunction with the High Sheriff of Oxfordshire

Full-time, £22,417, for 20 months from Aug / Sept 2021
Based at Mansfield College with some flexibility on location

Mansfield College seeks to appoint an Events & Fundraising Assistant in the College’s Development Team, to provide efficient support for its fundraising efforts, and is collaborating with next year’s High Sheriff of Oxfordshire, Mark Beard, on this unique fixed-term, early career opportunity.

For 3 days a week, this role will provide administrative support to the Development Director at Mansfield College, supporting with research of, organising events for, and drafting communications with major donors and prospects. For the other 2 days a week, by arrangement, this post will provide support on charity fundraising and events for the High Sheriff of Oxfordshire, Mr Mark Beard.

This role is full-time, for 20 months from August / September 2021, on Grade 4 of the University’s salary scale (£22,417). The role will be based at Mansfield College, with some requirement to work in other locations in Oxfordshire at times, and occasional remote working in line with the duties of the role and ongoing Covid restrictions.

This is an exciting, early career opportunity for a bright, enthusiastic person, with superlative communication and people skills, who is flexible and adaptable with a great eye for detail, and keen to learn. You will also have great empathy, be fantastic with people, and keen to make the world a better place.

We will provide you with all the skills you need to excel in the role, and you will gain fantastic experience and networks across Oxfordshire and beyond, for your future career. You will have the opportunity to be coached and mentored on the job, both by experienced professional Development staff and senior figures working at Trustee-level of varied charitable organisations.

Applications are particularly welcome from Black, Asian and minority ethnic candidates, who are currently under-represented in administrative posts at Mansfield. In the spirit of the College, which promotes opening up opportunities to those traditionally excluded, we are keen for this opportunity to provide a useful stepping-stone to a future career for someone who may experience disadvantages connected to a protected characteristic.

Mansfield College and the University of Oxford are equal opportunities employers and all applications will be considered on their merits.
Job description and all details to be posted at: [https://www.mansfield.ox.ac.uk/vacancies](https://www.mansfield.ox.ac.uk/vacancies)

The closing date for applications is Monday 5 July.

All queries and applications should be directed to human.resources@mansfield.ox.ac.uk

Applications must include a CV and Covering letter and completion of an Equality Monitoring form.

Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has 240 undergraduates, 190 graduates and 35 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole body of people who work at Mansfield.

Mansfield’s roots are in the Nonconformist tradition, and since the 1880s Mansfield has prided itself on offering previously excluded constituencies access to an Oxford education. We also provide a home to the Bonavero Institute of Human Rights. We provide a progressive, informal environment, in which staff and students work together to achieve academic excellence and sustain a supportive and lively community. Mansfield is also well known for its pioneering work on widening access to Oxford. Our Principal is Helen Mountfield QC, a prominent specialist in administrative, human rights and equality law.

All this means that we pride ourselves on promoting equal dignity and respect for everyone. Detailed information about Mansfield College may be found at [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk)

Development Team

The Development team at Mansfield College is responsible for all of the College’s fundraising and alumni relations activity, and it also plays an important role in maintaining engaging external communications on behalf of the College.

Reporting to the Development Director, the Events and Fundraising Assistant will be an integral part of this team, providing administrative support to underpin our research of and approaches to some of our most important prospects and supporters as well as helping with a range of stewardship communications, and helping organise and run events for supporters.

The Development team has an important task ahead. After the successful completion of a major fundraising campaign to establish a new student accommodation building and – in partnership with the Faculty of Law – create the Bonavero Institute for Human Rights, the College is currently in the quiet phase of a new major fundraising drive. Our strategic aim over the coming years is to help secure Mansfield’s future through raising funds to support all elements of its work: from teaching and research, to improving College buildings and facilities, to student support and scholarships.

The Development team consists of: Development Director; Senior Development Officer (0.4FTE); Regular Giving Manager; Alumni Relations & Communications Officer; Data Officer (0.6FTE), and this post.
High Sheriff of Oxfordshire

The office of High Sheriff is an independent non-political royal appointment made by the Queen. While the role dates back to Saxon times, it has evolved to include a mix of ceremonial, charitable and community functions and is voluntary and unfunded. Supporting the crown (for example, attendance at royal visits) and judiciary remain central elements.

In April 2022, Mark Beard FCIOB, will become High Sheriff of Oxfordshire. Mark is Chairman of Beard Construction, President of the Chartered Institute of Building, and was Businessman of the Year in 2004. He is also Member of Construction Manager Magazine Editorial Advisory Board; Member of Henley Business School Advisory Board; Governor of Christ Church Cathedral Choir School; Patron of Alexander Devine Children’s Hospice; Patron of Nexus; and Founder of the Beard Charitable Foundation.

As part of his Shrieval year, Mark aims to achieve a number of objectives, including securing significant funds for his three chosen charities: Children Heard and Seen; Youth Oxfordshire (YOKO); and Active Oxfordshire.

This role will support those efforts, by providing administrative and events management support to Mark and his volunteer committee (one of whom is the Development Director of Mansfield College, forming a link point between the endeavours).

Job Description

Job Title                  Events & Fundraising Assistant

Reporting to              Development Director, Mansfield College

Contract                  Fixed term; full-time; Grade 4

Events & Fundraising Assistant for Mansfield College – 60% of the role

The Events and Fundraising Assistant will work directly for the Development Director, and closely with the Senior Development Officer, providing efficient and effective support on all elements of their work on major gifts fundraising.

This role has been created to support the Development Director with research, cultivation, solicitation, and stewardship activities for donors and prospects, including to:

- Support the Development Director on preparation for meetings and visits with major donors and prospects, including preparing materials and briefings.
- Undertake database and online research to identify potential prospects based on their interests, philanthropy, information in the public domain, and previous engagement with the College.
• Draft correspondence with potential donors on behalf of the Development Director.
• Draft tailored and compelling proposals for prospects as appropriate, including compiling images, at the direction of the Development Director, and in line with College priorities.
• Provide event organisation for donor, prospect and beneficiary engagement events and initiatives ensuring that all administration runs smoothly and facilitates excellent relationships with donors. This will include finding suitable dates, liaising with participants, liaising with colleagues at Mansfield on catering and room bookings, preparing materials and assisting with follow-up after the event.
• Track and log interactions with prospects and donors on the DARS donor database, and use this to help prompt effective follow-up with prospects.
• Draft key communications to steward major donors and keep them informed of and engaged in the College.

Events and Fundraising Assistant for the High Sheriff of Oxfordshire – 40% of the role

Your role for the High Sheriff of Oxfordshire will include, but may not be limited to:

• Drafting correspondence, organising meetings and preparing documents on behalf of the High Sheriff in relation to his charitable work.
• Being the main point of contact on the organisation of the High Sheriff’s charitable events, such as sporting events and charity auctions, also helping secure auction prizes.
• Ensuring prompt and timely follow up on approaches and and after meetings.
• Taking Minutes for the High Sheriff’s volunteer committee and undertaking actions as agreed at those meetings.
• Supporting Mark to secure sponsorship from local companies and independent schools.
• Supporting Mark to secure charitable support from grant-makers and other funders, liaising with the chosen charities as needed.
• Through efficient communications and administration, helping Mark and his volunteer committee build relationships with potential and actual donors, businesses and the charities.
• Provide general support to Mark to help ensure his Shrieval year meets its objectives both in terms of fundraising targets, and impact.
Person Specification:

Experience/Skills

Essential

- Strong communication skills, both written and verbal
- An ability to form positive working relationships, friendly and confident with a variety of different people
- Team player with a positive approach to new challenges, quick to learn, and willingness to find solutions
- High level of organisational and planning skills, for example gained in planning events or other deadline-driven activity
- The ability to learn new skills and systems quickly and develop high level IT skills; good knowledge of Microsoft Office suite
- Flexibility and a calm manner, good problem-solving skills, and utterly reliable
- Ability to work independently and to organise and prioritise own workload
- Meticulous attention to detail
- A high level of tact, diplomacy and sensitivity to confidentiality
- Commitment to excellence in higher education and to charities supporting young people
- Experience of working within a fast-paced team

Desirable

- Educated to degree level or equivalent
- Experience of using a customer relationship management database
- Experience of office administration
- Understanding of fundraising and alumni relations work
- Understanding of the particular characteristics of a University and its relationships with its alumni

Terms and Conditions:

- Salary Grade 4 of the University’s salary scale (£22,417).
- Fixed term for 20 months in the first instance.
- The post is pensionable in OSPS – Oxford Staff Pension Scheme.
- The post holder may be required to attend functions/meetings during the weekend and evenings, for which over-time pay or time off in lieu can be taken.
- Free meals in College when on duty.
- 25 days annual leave, pro rata, in addition to the College closed period (5 days at Christmas) plus Bank Holidays.
- The appointment will be conditional on the verification of the successful candidate’s availability for employment in the UK.
- The appointment is subject to a three-month probation period and the policies and procedures outlined in the Mansfield College Staff Handbook.