

Job title	Development Associate
Department	Development team
Location	Mansfield College, Mansfield Road, Oxford, OX1 3TF
Grade and salary	Grade 5: £31,459 – £36,616
Hours	Full-time, 36.5 hours a week, Monday to Friday
Contract type	Permanent
Reporting to	Associate Development Director
Additional Information	<p>The post holder may on occasion be required to work out of normal working hours during the weekend or evening, for which time off in lieu can be taken.</p> <p>Flexible working, including working remotely for a proportion of the week, is supported in this role.</p>

The Role

We are looking for a well-organised, personable, and proficient communicator to provide administrative support, along with event and project management, for the Development team. The Development Associate is the first point of contact for many alumni and donors. They will provide proactive and efficient administrative support for the Development team in the implementation of all aspects of its fundraising and alumni engagement strategy. The post-holder has specific responsibility for providing excellent internal and external customer service, events planning and project management and communications support, as well as supporting special projects.

The post-holder will be a positive and goal-oriented team player, comfortable with working on a number of projects at once, often to short deadlines, and able to effectively prioritise their work.

The successful candidate will have excellent interpersonal skills and have demonstrated experience in dealing with important stakeholders with tact and discretion. Willingness to work as part of a team where roles are, at times, interchangeable is essential.



About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 55 academic staff, 255 undergraduates, 220 graduates and 42 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently the Oxford College with the most diverse undergraduate body and has the highest proportion of state sector students. The current Principal is Helen Mountfield KC.

The College is also home to the Bonavero Institute of Human Rights, within Oxford University's Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

Development Team

The Development team at Mansfield College is friendly and high-performing. We are responsible for the College's fundraising and alumni relations activity and we play an important role in maintaining engaging external communications on behalf of the College. Having launched the *For Mansfield. Forever.* campaign in March 2023 including the announcement of the largest gift ever made to Mansfield College – £25 million from alumnus Chris Foster (Maths, 1997) – the team is focused on securing gifts at all levels that secure the College's core purposes and allow us to transform the College's site.

The Development team consists of the: Development Director; Associate Development Director; Development Manager – Giving; Alumni Relations Executive; Development Operations Manager, and Development Associate.



Responsibilities

General administrative tasks

- Working to the Associate Development Director, ensure the smooth and efficient running of the Development office, including managing the team calendar; organising varied team meetings focused on Events, Fundraising and Communications, and other meetings; ordering and stocking assets and collateral required for fundraising and alumni relations; and other administrative tasks.
- Draft correspondence and thank you letters on behalf of the Development Director and Associate Development Director

Events & Project Management

- Take personal responsibility for the successful planning and delivery of specific Development events across the year, including high-level campaign events for major benefactors and funders, prospects, and alumni, annual College lectures, both on site at Mansfield and in varied locations in the UK and internationally.
- Working with the Alumni Relations Officer, provide proactive and hands-on administrative support for other alumni and College events as required, ensuring that administration around events runs smoothly and facilitates excellent relationships with donors and alumni, suppliers, and attendees.
- Draft accurate and informative briefings for events, major donor visits and meetings.
- Organise and attend Campaign Board meetings, including sourcing and booking a venue in London / New York / other locations; preparing materials and taking Minutes.
- Design and source campaign materials in line with new branding guidelines, for use on events and by the Development team.

Communications

- Monitor and promptly respond to queries from alumni received via phone and to the general Development email account.
- Provide a friendly and warm welcome to alumni visiting College, and help with arrangements for alumni visits hosted by other team members.
- Design presentations and other materials on packages such as Canva and Stripo as needed in support of Development team activity.
- Draft e- and postal invitations; liaising with external mailing houses on creating, printing and mailing collateral for alumni relations and fundraising activity, including the safe transfer of data.



Database

- Assist with the upkeep of DARS (University of Oxford database); including updating records and data cleaning, maintaining consistency and high levels of accuracy at all times.
- Use the DARS database to develop queries, analyse records and trends and produce reports to support alumni relations and fundraising activity.
- Support the Alumni Relations Officer on the preparation of invitations and communications with alumni.
- Understand and stay informed of GDPR legislation in order to adhere to best practice in the use and handling of data. (Advice and training on this will be provided).

Other

- Other duties as can reasonably be required by your line manager.

Person Specification

Essential

Experience and knowledge

- A good general level of education
- An interest in higher education and in particular an understanding of Oxford University, and its goals in teaching and research

Skills and abilities

- Ability to manage projects from start to finish with little supervision
- Ability to analyse processes and suggest improvements
- Ability to build excellent relationships, both internal and external to the College
- Attention to detail and high level of accuracy
- Confident use of the Microsoft™ Office toolset and the Internet, and broad competence in a range of software applications including email, social media, and other packages
- Able to produce work of a high standard and proof read her/his own work
- Excellent communication skills, both oral and written, including a good command of the English language. Ability to write a range of types of communication for a range of audiences.
- Demonstrable ability of working effectively with others, co-operating with colleagues and helping the team to achieve its goals
- Excellent organisational skills; the ability to manage and prioritise a varied and busy workload to deadlines in an efficient and effective manner



Attitudes

- Considerable tact and discretion is required in dealing with highly confidential information and initiative in handling the day-to-day operations of the office.
- A flexible attitude and the ability to work well within a team
- An interest in fundraising and/or alumni relations

Desirable

Experience and knowledge

- A degree or administrative qualifications
- Experience of maintaining effective administrative systems with the ability to identify fresh approaches to streamline processes
- Experience of working with a database, and of managing data entry and extraction
- Experience of working within a fundraising, alumni relations or marketing environment
- Experience of events organisation
- Working proficiency of a range of financial, biographical and news databases for carrying out prospect research

Training and personal development

Training on DARS (the University database, which is used by Mansfield) will be provided. The post-holder will also be encouraged to attend sessions provided by the University of Oxford's Advancing Oxford programme to support their development in this post.

Terms and Conditions Summary

Appointment: This is a full-time, permanent post working 36.5 hours per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

Probationary Period: There will be a probationary period of three months. Only after successfully completing this probationary period will the appointment be confirmed.

Notice Periods: During the probationary period, the post-holder's employment may be terminated by either side on one week's written notice. Once the appointment is confirmed, the period of written notice will be 1 month.



Salary: The salary reflects the University Scale at Grade 5. Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.

Hours of Work: Normal hours of work will be 36.5 hours per week (usually 09:00 to 17:00) with a 30 minutes lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.

Annual Leave: 25 days annual leave plus 8 bank holidays and 5 days Christmas Closure days holiday.

Meals: Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.

Benefits

- Generous Paid maternity/paternity/adoption/parental leave
- Employee assistance programme (EAP) with Health Assured
- 1 annual subscription fee for membership to a professional body
- Subsidised bus pass loan, season ticket rail loan
- Eye Care subsidy for DSE users with free eye test and a contribution towards lenses.
- A childcare salary sacrifice scheme
- Free Gym, Swim & Track access for college staff at Iffley Road, discounts for spouses & partners cohabiting

Pension: The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated.





How to apply

If you would like to apply, please upload your CV and a covering letter or supporting statement via our website: Work for Us – Mansfield College to vacancies@mansfield.ox.ac.uk.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12 midday UK time on the closing date stated in the online advertisement.

If you need help

For general support enquiries on how to apply for the role, please email vacancies@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

