Role: Communications and Development Co-ordinator

Location: Harris Manchester College, Mansfield Road, Oxford OX1 3TD

Hours: Full time

Starting salary: University Grade 5, current rate (2018/19) £25,941 - £30,942

Application deadline: 12 January 2020

Background

Harris Manchester College has just established a formal development office. It has received three years of funding from the University’s College of Conferences fund to establish a development office, appointing a development director and a development co-ordinator.

Going forward main development activities will target:

- making the college financially sustainable through the building of the endowment;
- cultivating alumni/ae engagement through outreach and special events;
- developing an annual fund, for regular gifts from alumni/ae and other friends of the college - towards operating income, student scholarships and small-scale projects.
- building its legacy circle through outreach, events and other forms of engagement;
- making grant applications to trusts and foundations for a range of strategically focused projects.
Role

The position of the Communications and Development Co-ordinator presents an exciting opportunity for an individual interested in working in the newly established Development Office within Harris Manchester College, Oxford. It will provide an excellent broad base of experience for those interested in developing a career within the arena of development, alumni relations and communications. The post holder will be joining at a pivotal time, with the new Development office helping plan and champion the College celebrations of its 25th anniversary within the University of Oxford community in 2021.

The successful candidate will undertake key communication and administrative functions and assist with a spectrum of fundraising activities, including alumni relations, event delivery and donor stewardship. As Communications and Development Co-ordinator this person will play a key role in developing the College’s communications and social media strategy. They will be expected to take a leading role in the redevelopment of the College website and report regularly into the College task force established to guide the process and make key decisions relating to this important project. Going forward from this they will be responsible for reviewing and developing the website and intranet (in particular, and as the main priority in the first instance, updating the sections relating to the college’s newsfeed), sourcing and writing new content and editing a termly magazine for alumni and supporters. The post-holder will also be expected to manage the College’s alumni and supporter records, using the University’s Development and Alumni Relations System (DARS).

They will have experience of working in a similarly challenging role and possess good interpersonal skills and experience of online content, social media channels, and ideally traditional alumni communications. This will require demonstrable experience with a range of website software and the capacity to learn new software in this area quickly. This individual will also have the ability to write engaging, tailored copy for a variety of audiences, and will be comfortable working to tight deadlines and managing schedules, and the ability to work using their own initiative while maintaining attention to detail at all times.

The role will provide opportunities for creativity and will require an open and flexible approach to suit the ever-changing demands and priorities of a busy office within a small and friendly Oxford college. It is essential that the successful candidate has a proven track record in organising and managing a diverse workload with competing priorities and deadlines. The role will involve some evening and occasional weekend work.
Responsibilities and Abilities

Digital and Traditional Communications:

- Create and update content for on and off-line communication channels
- Maintain information on the college website, and keep site and multiple social media channels updated with new and relevant content.
- Prepare and send alumni publications
- Demonstrate excellent written English
- Writing, editing and proofing experience
- Write engaging copy to tailored audiences including alumni, friends and supporters of Harris Manchester College
- Possess strong digital and social media knowledge

Database Administration and Reporting:

- Work closely with the Director of Development and key college colleagues to ensure that information on the DARS system, the collegiate University’s Alumni Database, is kept updated
- Run queries and reports on the DARS system
- Provide other DARS related administrative and organisational assistance to the Director of Development and key college colleagues.

Development and Alumni Relations:

- Provide administrative support for the Development Office including support with key office mailings and responding to general enquiries via email, telephone and letter.
- Update and maintain accurate electronic records for the College’s community of alumni, friends and donors on the DARS system, the collegiate University’s Alumni Database.
- Support with the coordination of events and activities, including attending events.
- Record and process all gifts received by the Development Office on the database in a timely manner.
- Reconcile gifts on a monthly basis, in liaison with the College's Finance team and University's Gift Registry.
- Reconcile Gift Aid claims on all appropriate gifts on at least a bi-annual basis in liaison with the College's Finance team and University's Gift Registry.
- Developing mailing lists for College publications, event invitations and campaigns.
- Undertake prospect research and assisting the Director of Development with prospect management.
• General office administration including responding to enquiries by post, phone and email, and other administrative duties as required.
• Undertake other reasonable duties deemed necessary for the efficient functioning of the Development Office commensurate with the grade and scope of the role.
• Liaise, where appropriate, with the University of Oxford’s Central Development and Alumni Relations offices, building strong working relationships within the larger collegiate university.
• Attend College events when requested, acting as an ambassador of the college.

Terms and Conditions

The successful applicant will have degree level qualifications and/or possess equivalent professional experience, and will have a demonstrable communications experience in print, digital and social media; proven experience in producing effective web content; and excellent writing and interpersonal skills. They will possess a creative and flexible approach to work, with the ability to take the initiative, be proactive and work accurately to deadlines.

This is a full-time position for three years (with a 12-month probationary period), with a requirement to work 37.5 hours a week. You will be entitled to join a contributory staff pension scheme. You will be paid monthly in arrears and are entitled to 6 weeks holiday. Meals are provided free of charge whilst you are on duty.

To apply, please submit your CV and a cover letter to David Nicholson in the Development Office: david.nicholson@hmc.ox.ac.uk by 12 January 2020.

It is envisaged that interviews will take place at the end of January.