



Alumni and Donor Relations Executive

Job Description & Further Particulars

Job title:	Alumni and Donor Relations Executive
Hours:	Full time (37.5 hours per week)
Salary:	Grade 6 (£33,951- £39,906 per annum) plus an Oxford Weighting Payment (currently £1,530)
Contract Type:	Fixed Term initially for 3 years, renewable subject to funding
Responsible to:	Development Director

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Overview of Post

This is a community building role. The postholder will welcome alumni and supporters back to Harris Manchester or organising opportunities for them to get involved in various ways across the UK and the world. In addition to casting their net widely with all alumni, the postholder will have the opportunity to help develop thoughtful, bespoke donor relations opportunities for Harris Manchester's most important relationships in support of the Development Director and Principal.

This is a varied role, though fundamentally all about ensuring Harris Manchester's alumni and supporters have the opportunity to engage. The postholder's responsibilities will include the organisation of events, working with communications colleagues, alumni records administration, and logistical support across all aspects of the team's work to identify, build, and sustain relationships with our global community of alumni, friends, and supporters.

The successful candidate will have a range of essential project delivery, administrative skills, strong interpersonal and communication abilities, and proficiency in IT as well as a commitment to Harris Manchester's offering as a unique college in Oxford.

This role is perfect for someone who is looking to develop skills and experience in donor relations while taking responsibility for ensuring a whole alumni and donor community is engaged.

Key Responsibilities & Duties

Alumni Relations

- Work with colleagues in the Development Office and across the College, plan and execute an ambitious programme of high-quality alumni events and bespoke donor visits.
- Attend events and engaging confidently with alumni, donors, and other stakeholders, delivering an exceptional experience for all attendees.
- Help devise and design quality digital and print materials for alumni and donor audiences, in keeping with the College's brand and visual identity.
- Generate data exports and reports from Raiser's Edge NXT to support alumni and donor analysis, to create mailing lists, and to assist in internal reporting.
- Working with the Head of Communications, ensure the donor- and alumni-facing website pages are accurate and engaging.

Donor Relations

- Work closely with the Development Director to ensure that the College's most significant philanthropic relationships are well stewarded; including but not limited to donor reporting, managing visits, personalised thanking, and marking significant occasions in donors' lives and relationship with the College.
- Apply thorough research skills to prepare briefing profiles of attendees ahead of events and donor visits.
- Work with the Senior Development Executive to coordinate the production of wider donor communications.
- Working with colleagues in the Finance Bursary, administer and reconcile all donations to the College accurately.

General Development Office Support

- Support all aspects of the Development Office's work, including handling routine communication from alumni, acting as the first point of contact in the team for general enquiries.
- Ensure that records for alumni and friends of the College are kept up-to-date with relevant information, documentation, and engagement.
- Assist the Senior Development Executive with the administration and delivery of the College's mass fundraising appeals.

Other duties

- Take on any other duties appropriate to the level of the post, which may reasonably be requested by the Development Director.

Selection Criteria

Essential

- Demonstrable understanding and knowledge of events administration, from planning through to post-event follow up.
- Experience of dealing with multiple stakeholders, both internal and external, at all levels.
- Outstanding written and verbal communication skills.
- Excellent organisational and project management skills
- Ability to manage multiple priorities and projects simultaneously.
- Strong self-motivation and initiative alongside an ability to work well with others and as part of a team
- Experience of using CRM databases and the ability to work with personal and confidential information in line with relevant privacy and data protection regulations.
- Excellent computer skills, including Microsoft Office and other digital tools.
- An interest in higher education and an understanding of the University of Oxford, and its goals in teaching and research.

Desirable

- An understanding of alumni engagement in higher educational institutions
- Experience of supporter engagement or community building in the charity sector

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to hr@hmc.ox.ac.uk by 12 noon on the application deadline of **1st September 2026**. Interviews are expected to take place on the week beginning in the week beginning on **21st September 2026**.

Benefits and Conditions

- Free lunches when on duty, and when the kitchen is serving meals to staff.
- Pension: You will have the option of joining a contributory pension scheme.
- Annual leave: 30 days (pro rata for part time staff) plus bank holidays to be taken at a mutually agreed time, but normally outside of term.
- Funding to purchase a Bicycle and associated gear up to the value of £300.
- Membership of the University sports club.
- Retail discounts.
- Professional Development Support provided by the University.
- Staff Social Events/Activities.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.