



## Alumni and Benefactor Relations Officer

<b>Department</b>	Development and Alumni Relations
<b>University Grade</b>	5
<b>Responsible to</b>	Alumni and Benefactor Relations Manager
<b>Responsible for</b>	N/A

### **Purpose of the Role**

The Alumni and Benefactor Relations Officer is responsible for helping St John's cultivate relationships with alumni and supporters that will build and strengthen connections between the College and its community of alumni, friends, students and donors.

To achieve this, the Alumni and Benefactor Relations Officer will:

- 1) help to deliver alumni and supporter events
- 2) deliver the College's mass print and email communications to its alumni community
- 3) help to manage the College's donor recognition and stewardship programme
- 4) help to create opportunities for student engagement with alumni and supporter activities, and
- 5) act as a point of contact for the College's alumni

### **Main Duties and Responsibilities**

*The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post-holder.*

#### **Management and Administration of Alumni and Benefactor Relations**

- Alongside the Alumni and Benefactor Relations Manager, create, manage and implement events that engage the College's alumni and supporters.
- Support the Alumni and Benefactor Relations Manager by contributing to an alumni engagement and donor stewardship plan to ensure there is a consistent approach to engaging and recognising alumni and supporters (which is appropriate to their level of engagement and/or donation).
- Ensure that Alumni Relations supports opportunities for the identification and cultivation of alumni prospects and underpins the development of fundraising activities.
- Educate current students about alumni benefits and develop opportunities for students to interact with both alumni and supporters so that students become engaged alumni as well as future donors.
- Ensure the DARS database is updated in a timely manner.
- Manage the College merchandise and gifts for alumni.

### Alumni Communications

- Create, manage and send the monthly eNewsletter and Events Newsletter to the alumni.
- Take an active role in working with external designers to create and deliver professional and attractive publications for alumni (TW and Benefactors magazines).
- Take an active role in coordinating contributions to the TW and Benefactors magazines, working with academics and staff in multiple departments across the College to develop articles and magazine content.
- Provide the Development and Alumni Relations Assistant with information to engage the College's alumni on its social media platforms.
- Provide the Development and Alumni Relations Assistant with information to ensure that the College's webpages for Alumni Relations are accurate and up-to-date.

### Donor Recognition and Stewardship

- Alongside the Alumni and Benefactor Relations Manager, manage and administer the College's donor recognition and stewardship programmes.
- Manage, with precision and accuracy, the College's annual list of benefactors and other associated donor lists.

### Internal Collaboration

- Work collaboratively with the Director of Development and Alumni Relations, the Development and Alumni Relations Team as well as colleagues across St John's College.
- Champion change and support new ways of working within Development and Alumni Relations, including supporting work outside your own functional area and/or team.
- Attend meetings of University and College Alumni Offices and keep up to date with events, publications and general alumni activity within the Oxford community.
- Establish good relations with the current student body, specifically the JCR and MCR Committees and College clubs and societies.

## Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent	X	

Experience and Knowledge	Essential	Desirable
Experience in an alumni relations, fundraising, public relations or similar role	X	
Experience of delivering the administration for events and communications within a wider strategic framework	X	
Experience of delivering publications in a professional or semi-professional context	X	
Experience of using MailChimp or equivalent email marketing software		X
Experience of using InDesign or equivalent publication design software		X
Experience in a fundraising environment or team		X
Knowledge and experience of the Higher Education sector		X

Skills	Essential	Desirable
Outstanding written and oral communication skills	X	
Outstanding interpersonal skills: with the proven ability to establish and maintain positive relationships with a wide range of people	X	
Ability to work within an interdependent team, and to coordinate members of a team	X	
Good analytical, IT and administrative skills	X	
Good project management skills	X	
Experience with a CRM database		X

Attributes	Essential	Desirable
Organised and flexible, able to prioritise	X	
Highly motivated, able to work independently	X	
Proactive and positive approach	X	
Ability to deal with confidential matters and act with discretion	X	
Ability and willingness to support colleagues	X	
Capable of remaining calm and effective under pressure	X	
Ability and willingness to occasionally work at evenings or weekends	X	
A strong belief in the importance of universities to society, coupled with an acceptance of the importance of diversifying the funding base of these institutions, particularly with philanthropic support	X	

## Summary of Terms and Conditions of Employment

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<b>University Grade</b>	5

*This summary is given as a guide and is not intended to form part of an individual's contract of employment.*

### **Salary**

The salary range for this job is £24,983 – £29,799 p.a. depending on experience/performance. This figure will be reviewed annually in line with the pay award for other salaried administrative staff at St John's College.

### **Contract**

The job is offered on a Permanent basis.

### **Hours of Work**

Normal office hours are 33.75 hours per week. Normal hours of work are 9:30am to 5:15pm, with an unpaid hour for lunch. Some flexibility will be required according to the demands of the workload. Time off in lieu will be given for extra hours worked.

### **Annual Leave**

Annual leave entitlement is 38 days, which includes 8 public holidays and 5 fixed days to be taken at Christmas, when the College is closed. The holiday year begins on 1 January and ends on 31 December.

### **Meals**

The post-holder is entitled to free lunches in Hall on days they are working at the College site and the College kitchens are open. The College also provides free tea, coffee and water during the working day.

### **Pension**

The post-holder will be automatically enrolled into the contributory St John's College Staff Pension Fund from the commencement date of the appointment. Contributions will be payable in equal monthly instalments in arrears.

### **Probationary and Notice Periods**

The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be:

- After the initial probationary period, and up to four years' service – one month;
- For each full year of continuous service after four years' service – not less than one week for each continuous year of service, up to a maximum of twelve weeks' notice

## **Other**

St John's College will pay for relevant training, conference attendance etc, to enhance work performance and encourage professional development.

## **Appointment Procedure**

To apply, please send a full CV as well as a supporting statement and the names and contact details of two referees, preferably by email, to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk), or by post to Mrs Amanda Armstrong, College Office, St John's College, St Giles, Oxford OX1 3JP.

If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they can be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you. References will not be taken up before the interview stage.

Closing date for applications is Friday, 5 January 2018 at 12 noon. Applications received after the deadline will not be considered.

It is anticipated that interviews will be held on Friday, 19 January 2018.

The appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period.

## **Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy and recruitment monitoring process.

## **Equality of Opportunity**

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.