Job Description

Job Title: Development Assistant

Supervised by: Head of Alumni Engagement and Operations

Job Contribution:

The Development Assistant provides proactive and efficient administrative support for the Development and Alumni Engagement Office in the implementation of all aspects of its fundraising and alumni relations strategy. The post-holder has specific responsibility for gift processing and reconciliation and for dealing with day-to-day enquiries and communications.

This position reports to the Head of Alumni Engagement and Operations and has very close links to the Alumni Relations and Events Officer and the Regular Giving Officer.

The main objectives of the Development Office are to:

- Maintain and enhance the lifelong relationship between the College and Orielenses (alumni and former Fellows and staff)
- Advance the education of students at Oriel College and to promote research through the funding of fellowships, scholarships, bursaries, new buildings and the restoration, repair and maintenance of existing buildings of the College.

Responsibilities:

Provide administrative support to the Development Office team including:

Income Processing

- Process all fundraising and event income on DARS ensuring all income is correctly coded and that interactions between the donor and the College are accurately recorded.
- Process Direct Debits
- Responsible for monthly reconciliations between the College bank accounts and the Development and Alumni Relations Database (DARS)
- Responsible for gift aid submissions to HMRC and for coding subsequent receipts
- Identify any donor who qualifies for one of the College’s giving societies and record on DARS.
- Prepare appropriate and customised thank-you letters for each donation for signature by the designated individual.
- Liaise with the College’s Bursary Team as appropriate.

Fundraising

- Assist in the delivery of the regular giving, telethon and legacy programmes.
• Assist with the supervision of telephone campaign student callers during the telephone campaign calling shifts.
• Assist with the review and administration of donor recognition programmes and write thank you letters to donors to Oriel.

Alumni Relations and Communications
• Assist the Alumni Relations and Events Officer when required with the administration and delivery of the College’s events programme, as well as attend events both in Oxford and further afield (these can fall on evenings and weekends, for which time off in lieu is given).
• Assist with the production and fulfilment of Oriel News and other College publications
• Monitor information for the Oriel Record and forward to section editors, with particular responsibility for collating the obituaries section.
• Source and purchase merchandise for Graduation ceremonies and attend.
• Source artwork for the annual Christmas card and distribute.

Development Office Administration
• Be the first point of contact for routine Development and Alumni queries (telephone, email and post) and visitors dealing with as many queries as possible personally.
• Keep the website up-to-date
• Maintain Groups on the Development and Alumni Engagement database (e.g. committee membership)
• Organise, attend and minute the Oriel Alumni Committee and Music Committee meetings (these are often on a Saturday morning / Friday evening for which time off in lieu is given)
• Proactively identify opportunities for improving data held on DARS.
• General office administration, including managing supplies and processing mail

Other Duties
Any other duties as determined by the Head of Alumni Engagement and Operations

Qualities, Experience and Qualifications

Essential Criteria
• Ability to prioritise own workload
• Previous experience of or an interest in working with databases
• Able to work on your own initiative, but also as part of a team
• Strong attention to detail
• Able to work independently and under your own initiative
• Able to prioritise your workload and work to tight deadlines
• Good with Microsoft Word, Excel and Outlook
• An interest in working in higher education and fundraising and alumni relations
• A high standard of written English

Desirable

Oriel College is a Registered Charity No 1141976
• Previous experience of working in administration/ an office, fundraising, development or higher education environment
• Experience in using databases (ideally DARS, Raiser’s Edge or similar).