

JOB DESCRIPTION

Job title	Development Officer (Regular Giving)
Department	Development
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£30,000 - £34,000pa dependent on experience (Oriel Salary Band 5)
Hours of work	Full-time 36.5 hours per week
Contract type	Permanent
Reporting to	Deputy Director of Development
Direct report(s)	None

Purpose

Oriel College's already successful regular giving programme is at an exciting stage of growth and is ready to be taken to the next level in the run-up to the College's 700th anniversary year in 2026. Oriel has a vibrant and engaged alumni body many of whom show their commitment to the College by financially supporting its students, teaching and research, and historic buildings – including a rejuvenation of the College's Senior Library (historic collection).

The Development Officer's primary responsibility is the management and execution of a comprehensive regular giving programme with a focus on increasing the number of alumni who give back to Oriel. The postholder will be expected to take the programme to the next level through effective use of digital, peer-to-peer fundraising, and other innovative approaches.

The role also owns both the strategy and operations of the College's legacy marketing programme.

Oriel College has a goal to increase its donor participation, both in regular giving and through legacies, in support of its charitable aims. This postholder will work closely with the Deputy Director of Development in devising and implementing a strategy to achieve this and the College's other philanthropic goals.

Overview of the role

Working closely with the Deputy Director of Development, the Development Officer will:

- Have responsibility for all fundraising activity relating to regular giving and legacies, including active 'leadership level' solicitation from a pool of prospects.
- Develop the strategy for, and implementing, the annual telephone campaign, postal and email appeals, and other established engagement channels.
- Devise innovative approaches to soliciting support from Oriel College alumni and friends.
- Lead the strategy for, and soliciting, philanthropic support from current students and recent leavers.

- Create all fundraising literature relating to regular giving and legacies, e.g. direct mail and email appeals.

Responsibilities

Campaigns

- Manage and run the annual telephone campaign end-to-end, possibly through liaison with an external supplier; managing the recruitment and training of callers, attending calling sessions, thanking donors, and achieving defined targets.
- Execute an annual 'giving day' end-to-end, possibly through liaison with an external supplier; creating segmented donor journeys, commissioning and devising engaging content, thanking donors, and achieving defined targets.

Regular Giving

- Contribute to the overall fundraising strategy with specific responsibility for regular individual giving.
- Lead the development and stewardship of the 1326 Society. Working closely with the Deputy Director of Development and Development Officer (Major Gifts) in growing this group of donors, and feeding through to Raleigh Society (£25k+) level.
- Develop a coordinated matrix of communication and solicitation strategies involving digital approaches, email, direct mail, phone, and personal visits, focused on growing and maintaining the number of regular donors.
- Develop a range of regular giving instruments including telephone campaigns, giving days, direct mail, leavers' gifts, and email appeals.
- Responsible for report-writing and generation, and donor stewardship for all regular donors.
- Work effectively with the Deputy Director of Development and Development Officer (Major Gifts) to identify major donor prospects, and build strategies for cultivating donors to higher giving levels.
- Management of ad-hoc appeals for specific interest groups and time-bound campaigns around the College, e.g. Boat Club.

Legacies

- Take ownership of the legacy giving strategy, including written, telephone, and face-to-face solicitation of legacy gifts.
- Develop a range of approaches and strategies to increase membership of the Adam de Brome Society for legators.
- Produce marketing material designed to engaged and promote the value of legacies to the wider alumni base.
- Manage and keep track of all legacy prospect plans on our CRM database, DARS, working with the Deputy Director of Development and Development Officer (Major Gifts) to cultivate planned gifts as part of the wider prospect management strategy.

Stewardship

- Manage and monitor membership of the giving societies (1326, Raleigh, and Adam de Brome) ensuring that membership is kept up to date for the purposes of stewardship and event management.
- Monitor ongoing pledges and regular payments to the College and work with the Deputy Director of Development to ensure prospects meet their financial commitment to Oriel.

Other Duties

- Carry out other duties and tasks as may be defined by the Deputy Director of Development and Development Director.

KNOWLEDGE SKILLS AND EXPERTISE

- Proven organisational skills and attention to detail, with an ability to prioritise and manage multiple tasks.
- Excellent communication skills, both written and spoken, with an ability to engage with a variety of constituencies such as alumni, Fellows, and the wider community.
- Ability to self-motivate as well as work flexibly as part of a team.
- High degree of professionalism, tact, and diplomacy.
- A good level of education, degree level or equivalent.
- Experience of fundraising software and databases, ideally DARS/Raiser's Edge.
- An understanding of the importance of philanthropic giving.
- Empathy for the goals of an Oxford college and an understanding of some of the current challenges facing higher education.

About Oriel

Oriel College is the fifth oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th anniversary. Described by our students as 'the perfect size', with 350 current undergraduates and 300 postgraduates students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by 48 Fellows and around 120 people working in the professional support teams.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

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.

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.

Employee Benefits*

- 38 days holiday (including bank holidays)

- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Annual pension review meeting
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses
- Free training via LinkedIn Learning

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.