



## Job Description

<b>Job title:</b>	Development Coordinator
<b>Accountable to:</b>	Development Manager
<b>Hours:</b>	Full-time, 35 hours per week
<b>Grade:</b>	Grade 4

### Overview of the role

The Development Coordinator works as part of a small team who are responsible for the fundraising and alumni relations work of the College. This is a varied role providing essential administrative support to the Development Director, Development Manager and Communications Manager, including accurately recording fundraising and alumni activity on the database; processing donations, and supporting alumni and College-wide communications, Development events and fundraising campaigns.

### Main duties and responsibilities

#### Database

Alumni, members and supporters' data (including contact details, year, degree, and college activity) is held in a central database, Raiser's Edge. The post-holder is responsible for maintaining and improving the accuracy of the database by:

- Processing student leavers' data, and creating new records of recent graduates including contact details, year, degree, and college activity
- Recording all aspects of alumni activity (such as job details and publications)
- Receiving, acknowledging and processing online contact update forms and ensuring changes are accurately recorded
- Record mailing type codes indicating communications preferences of alumni
- Run queries and exports in the Raiser's Edge database and provide information to the Development team and the Warden (Head of College) as required
- Support the Development Manager in making administrative tasks more efficient and enhance the quality of the data, and thereby the overall work of the Office, by introducing, creating, testing and implementing new database processes (such as Leavers' data, contact update and online event booking forms)

#### Gift Administration

Donations to the College are mainly received through Oxford University's gift registry, Americans for Oxford and directly to the College. The Development Coordinator is responsible for accurately recording and processing donations by:

- Recording all donations in the Raiser's Edge database
- Liaising with colleagues at the College and the central University to obtain the correct information as required
- Ensuring donors are thanked in a timely manner by the appropriate person (Development Manager, the Warden or a Centre Director), by using templates. Liaise with the Development Director to tailor letters to thank major donors
- Responding to basic gift, payment and pledge queries from donors and liaise with the Development Manager for more complicated questions

- Preparing monthly and yearly reconciliation of gifts (in Excel) for the College Accountant by verifying gifts recorded in the Raiser's Edge database with those registered by the accounts team
- Preparing data for the College's annual Gift Aid Claim by running a report from the Raiser's Edge database.

### **Communications**

Working closely with the Communications Manager, the Development Coordinator supports alumni and College-wide communications from the Development office. This work includes:

- Editing and updating relevant pages on the College website, including publishing news stories
- Assisting the Communications Manager in improving the quality of the College website
- Supporting colleagues across the College to edit website content
- Preparing and distributing the College's weekly events bulletin during term-time. This involves gathering a list of seminars and lectures from across the College, producing an overview, and distributing it to College members by email
- Contributing to the College's social media presence
- Assisting the Communications Manager in collating and editing updates from the Antonian community for the biannual alumni Magazine
- Conduct alumni, fundraising, and College mailings as and when required

### **Events**

The Development Office organises a number of events throughout the year for alumni and supporters, and for the Visiting Parliamentary Fellowship Programme. The type and nature of these events varies, but they can include a Gaudy, drinks receptions and dinners (abroad and in the UK), and webinars. The post-holder's main duties are to:

- Assist with their organisation, promotion and smooth running
- Deal with all relevant administrative tasks and enquiries (liaise with a range of stakeholders, College and University departments, venues, catering providers and similar)
- Attend (national) events as required by the Development Director/Manager; administer registration and assist with other event logistics on the day of the event (time off in lieu will be given if working beyond normal working hours)
- Administer High Table (formal dinner) bookings and deal with enquiries
- Write brief profiles of event attendees using the Raiser's Edge database and other online resources
- Draft and send invitations by email for events in a timely manner
- Accurately administer bookings, payments and refunds (via the Raiser's Edge database and the Online Express system)

### **Liaison Officer Network**

The Liaison Officer Network is a group of international alumni volunteers, who act as a link between the College and Antonians (alumni and supporters) in the respective regions, by way of organising informal gatherings and assisting with hosting more formal events, which are attended by the College's representatives.

- In consultation with the Development Manager, coordinate the Liaison Officer Network programme:
  - Assist with periodic recruitment of new Liaison Officers (by distributing Confidentiality Agreements, dealing with enquiries and updating the webpage and records in the Raiser's Edge database)
  - Record all relevant contact details in the Raiser's Edge database
  - Promote the programme via periodic mailings, the College's website and social media channels
  - Prepare and distribute mailings to Antonians on behalf of the Liaison Officers, seeking the recipients' consent to sharing their contact details by way of completing an online Consent Form

- Process the completed Consent Forms (by updating the relevant records in the Raiser's Edge database)
- Assist with the coordination of selected regional events organised/co-organised by Liaison Officers
- Coordinate an annual Liaison Officer webinar
- Deal with all relevant enquiries

**Other**

- Coordinate the termly cycle of the Antonian Fund (St Antony's Annual Fund) applications (circulate all relevant mailings, organize termly Committee Meetings, prepare electronic application packs, liaise with student applicants, collate reports and, in liaison with the Development Manager, prepare annual digital donor reports and coordinate their distribution via email)
- Assist with Scholarships Administration. This involves contacting student recipients of scholarships, requesting testimonials, and preparing a report for distribution by the Development Director to the relevant donors
- Support the Development Director with the Donor Recognition Programme (sending framed prints of the College and signed books to Foundation Fellows)
- Oversee the generic Development Office email inbox, and the Development Office's mailbox in the Porters' Lodge, and reply to internal and external queries where appropriate
- Carry out other duties within the scope of the role as directed by the Development Manager, Development Director or Warden

## Person Specification

### Essential

1. Sound administrative experience
2. Excellent communication and interpersonal skills, both spoken and written
3. Strong organisational and numerical skills
4. Meticulous attention to detail and a high level of accuracy, particularly in relation to data entry
5. Self-initiative, an ability to prioritise work and to work with minimum supervision, and a drive to get things done
6. Excellent IT and analytical skills, including database systems and Microsoft Office packages
7. Ability to collate and assess information and present it in an effective format
8. Ability to use Raiser's Edge database (training will be provided)
9. Flexibility and willingness to work occasional weekends and evenings (the post-holder will occasionally be expected to work beyond normal working hours, for which time off in lieu will be given).
10. Awareness of data protection regulations.

### Desirable

1. Experience of working in a Development role
2. Awareness of fundraising best practice
3. Experience of using Raiser's Edge, Donor Strategy, DARS, or knowledge of the application of another complex client relationship database
4. Experience using emailing marketing software such as Mailchimp or Adestra
5. Experience of using a Drupal or WordPress CMS to make basic updates to a website
6. Educated to degree level or equivalent
7. Commitment to working in, and understanding of, an international multicultural environment
8. Experience of working in an Oxford College or other Higher Education setting
9. Interest in and knowledge of the academic profile of St Antony's College