



Development Administrator

Park End Street, Oxford

Grade 5: £28,759 - £33,966 per annum

Permanent, Full Time

Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



The role

The Development Administrator is an instrumental role in the Operations sub-team within the Development & Alumni Relations team. The team works with senior academics and donors to fundraise for academic projects, scholarships, capital projects and entrepreneurship; the fundraisers spend much of their time out of the office initiating and maintaining important internal and external relationships. The Development Administrator's role will include: financial administration and gift processing, including invoicing and tracking payments to receipt; implementation of stewardship activity including assisting with events; and general administrative duties.

Working under the direction of the Donor Relations Manager at Saïd Business School, the post holder will have the opportunity to work with key stakeholders, academics, donors, and departments across a range of projects. Development at Oxford is well-established, and this role has the scope to work on several important and high-profile projects.

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be flexible and adaptable, and able to contribute to the development of the fundraising function at the School. All staff operate as a team and, while each has his or her own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the University as a whole, especially with the numerous academic staff and volunteers.

Responsibilities

Financial administration and gift processing (40%)

- Responsibility for gift processing from the point of receiving a signed gift agreement – liaising with Gift Registry to add pledges and input invoicing dates, tracking cash to receipt, and sending acknowledgements to the donor.
- Timely and efficiently send invoices and requests for payments to donors, adhering to pipeline trackers, and track them until the point of receipt ensuring payment reminders are sent if necessary.
- Liaise with Gift Registry and Finance teams to complete regular reconciliation and deal with any anomalies as they arise.
- Liaising with each fundraiser, ensure that all records and DARS database prospect plans are inputted correctly and regularly updated reflecting accurate gift opportunities and pledges.
- Analyse gifts and income in support of regular reporting requirements and stakeholder updates for the Associate Director of Operations.

Stewardship and event administration (40%)

- Draft and send thank you letters and communications for donors, ensuring that they are thanked promptly and appropriately, and that relevant internal stakeholders are aware and involved. DARS database to be kept updated accordingly.
- Take responsibility for regularly reviewing and updating the thanking matrix and thank you letter templates.
- Provide support to the Donor Relations Manager in implementing a programme of events for effective donor stewardship



including: donor community celebration events, gala dinners, signing ceremonies, and donor visits etc.

- Take responsibility for ensuring that membership of recognition circles is kept up to date, and that corporate contacts are accurate. Proactively manage invitations to new qualifying members.
- Assist the Donor Relations Manager in implementing stewardship activity eg donor walls and the preparation of reports including the Impact Report, project updates for major donors, and scholarship reports.
- Develop strong scholar relationships that facilitate outreach when creating scholarship reports. Be involved in creating a sense of scholar community, both within current and alumni scholar groups, through events and communications.
- Ensure up to date knowledge of research projects happening around the School to identify bespoke opportunities for donor stewardship.
- Ensure up to date knowledge of events happening across the School to identify bespoke opportunities for donor stewardship (including speaking opportunities). Coordinate invitations where interests align and organise surrounding activity.

General administrative and database support (20%)


- Ensure and maintain accurate records for all donors to Oxford Saïd, in accordance with current GDPR/PECR protocols, ensuring donor contact is comprehensively logged.
- Maintain up-to-date filing and other administrative procedures for the Associate Director of Operations.

- Provide DARS data entry and administrative support for the team, ensuring accuracy across all sections.
- Foster a positive understanding of the benefits and importance of the benefits and importance of philanthropy amongst Oxford's stakeholders.
- Ensure all gifts comply with the University's standards on ethics and scrutiny, and all stored data complies with data regulations.
- Attend events and represent the School in a way in which effectively promotes the School and enhances its reputation.
- Contribute to a smooth-running development operation that interacts easily with other departments in the School and collegiate university.
- Carry out other such function as from time to time the team might require, commensurate with the level of this position.

Selection criteria

Essential selection criteria

- Some professional experience of working with access databases/CRMs.
- Experience of maintaining effective administrative systems with the ability to identify fresh approaches to streamline processes.
- Excellent communication skills both oral and written. Along with a combination of the personal sensitivity, creativity and tact that is needed when working with senior academics, internal stakeholders, and donors/prospects to the University.
- Previous data management experience and an ability to research, collate, report, and



present information to a high standard to a variety of stakeholders.

- Excellent IT skills, including Microsoft Office and Excel
- Accuracy, efficiency, and meticulous attention to detail.
- An ability to drive the completion of multiple projects simultaneously, prioritise workload to meet deadlines and the ability to act independently and decisively when the situation demands it. Proactivity to ensure tasks are seen through to completion.
- Demonstrable ability of working effectively with others, co-operating with colleagues and helping the team to achieve its goals demonstrating outstanding interpersonal skills.
- A strong sense of propriety and confidentiality regarding personal information. The highest ethics in all matters of management and interpersonal communication.
- The flexibility to work out of regular hours, when provided adequate advanced notice.

Desirable selection criteria

- A degree or administrative qualification.
- Experience of using the CRM DARS.
- An interest in higher education and in particular an understanding of Oxford University, and its goals.
- An understanding and belief in the mission of business education.
- Previous event management experience.
- An understanding of the complex funding landscape of an academic department – which includes private philanthropy,

corporate sponsorship, and institutional research support.

- Experience of gift administration in the Higher Education or charity context.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. 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.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>.



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate

people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

Diversity and Inclusion

The School is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.



The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best

to rectify them and making our line manager aware of aspects that they could support us with. Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email HR.recruitment@sbs.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University 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 University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



Pay increases

Oxford Saïd Exclusive Benefits

Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 21.4% and Employee contribution is 9.8%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

University discounts

Wide range of discounts from external companies using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





UNIVERSITY OF
OXFORD

**Saïd
Business
School**



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University of Oxford
Park End Street**

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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford