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Summary

Job title	Development & Alumni Relations Coordinator - Law
Division	University Administration and Services
Department	University of Oxford Development Office
Location	Primarily in the Faculty of Law, St Cross Building, OX1 3UL, with some time in University Administration and Services. A pattern of hybrid working can be agreed with your line manager.
Grade and salary	Grade 5: £28,795 - £33,966 per annum with possible extension to £37,099
Hours	Full-time (36 hours)
Contract type	Permanent
Reporting to	Head of Development - Law
Vacancy ID	170140
Additional Information	Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. The Development Office is committed to equality and values diversity.

Development Office

The role of the University's Development Office is to help secure philanthropic support for the University. The Development Office works in partnership with academic and development colleagues throughout the collegiate University to build enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and to increase financial support for agreed academic priorities.

The Development Office is led by Liesl Elder, Chief Development Officer, who reports to the Pro-Vice-Chancellor for Development and External Affairs. The Development Office is part of the central administrative departments of the University, collectively known as University Administration and Services (UAS) and works closely with the offices responsible for Alumni Relations, International Strategy, Public Affairs and Finance.

In 2019, the University and the colleges completed the *Oxford Thinking Campaign*, which raised £3.34bn, and is the most successful fundraising campaign in higher education in Europe. The University is currently planning its next major campaign, and as a member of the Development Office, the post holder will have a key role to play in helping realise its successful delivery.

In addition to fundraising staff, the Development Office has a number of teams that cover particular support functions. These include the Donor Relations team (which ensures that donors are thanked and the University's relationships with them appropriately stewarded); the Events team (which arranges high-level and bespoke events for donors and potential donors); the Research Team (which gathers information on potential and existing donors); the Development and Alumni Relations System (DARS) Support Centre (which

supports the Development and Alumni Relations database); and the Communications team (which ensures that major and principal donors are made aware of the University's strategic fundraising priorities through tailored communications, including bespoke proposals and project information). It also works closely with the Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. There are also three overseas offices covering North America and Asia whose remit includes development; these offices are located in New York, Hong Kong and Tokyo.

For further information please visit: www.development.ox.ac.uk

The Development Office is committed to equality and values diversity. The Division holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The role

This is an outstanding opportunity for an organised individual to contribute to a growing Development and Alumni Relations function, within the Faculty of Law. This is an exciting and stimulating role within a busy team; the post holder will have the opportunity to work across a range of projects and objectives in the Law Faculty to support the delivery of an ambitious fundraising strategy, supported by engaging communications and events for donors, law alumni and influential stakeholders.

Reporting to the Head of Development (Law) you will provide administrative, database (DARS) and logistical support; alongside supporting, managing and executing donor and alumni communications (newsletters, thank you letters and stewardship/impact reports) and events (in the UK, overseas and online). You will collaborate closely with the Faculty's academic community (including the Dean), communications, events and degree programme teams; alongside liaising with relevant teams within the central University's Development and Alumni Relations Offices. This post reports into the University's Development Office, but is embedded within the Faculty of Law.

Development Office values

The following points lay down the foundations of the working ethos, culture and values of the Development Office. Aspirational and celebratory in turn, they provide a central framework for individual members of staff and teams, encouraging personal and professional growth.

- **We value each other** – We respect the professional expertise of our colleagues. An approachable, friendly and kind office, we work in an environment where transparency of action and clarity of intent create openness and trust.

- **We work collaboratively** – Whether within our own teams, across UODO, the collegiate University, or beyond, working collaboratively is second nature to us, and enables us to navigate complicated landscapes successfully.

- **We go beyond** – We prize working with a high degree of autonomy and trust, and deliver a wide range of projects to the very highest standards. We are committed to personal, professional development.

- **We are part of something bigger** – Our work supports the strategic priorities of the University of Oxford. We take pride in the contribution we – individually and collectively – make to the University.

Responsibilities

Development

- Working with the Head of Development (Law), Development Officer (Law), Gift Registry, Policy and Reporting and Faculty Finance, support with financial matters regarding the acceptance and processing of donations, acquiring an in-depth knowledge around relevant processes/best practice.

- To support with the gathering of costings for fundraising proposals and cases for support.

- To be closely involved in ensuring effective donor relations and stewardship, ensuring that all donors are acknowledged and thanked, by assisting with the drafting of thank you letters and regular stewardship/impact reports for the Faculty's major donors (under the supervision of the Head of Development and Development Officer).

- To gather student/beneficiary testimonials to include in impact reporting and in donor/alumni communications.

- To provide some basic prospect research, in consultation with the Head of Development, Development Officer and the central Development Office's Research team. This includes identifying new prospective donors and preparing briefings for the Development team and senior academics, including the Dean, in advance of external meetings and events.

Alumni Relations

- To establish and build relationships with individual alumni, and maintain regular communications with the law alumni community more broadly, with the view to identify, cultivate and recruit alumni as volunteers, speakers and donors (adhering to University protocols for doing so).

- Collaborate with the Alumni, Careers and Events Officer for the Masters in Law and Finance.

- To implement a student engagement plan to raise current students' awareness of the opportunities of engaging with law alumni, helping to build a culture of life-long engagement.

Database

- To ensure that donor and alumni interactions, communications, event attendance, correspondence, gifts, meeting notes and other key information is appropriately entered in DARS, and where applicable distributed via DARS.

- To produce bespoke regular DARS queries, income reports and income projections. To liaise with the DARS Support Centre and/or the Gift Registry to produce financial reports tracking pledges and donations. This requires an in-depth knowledge of the querying function on DARS. As a result, you will receive extensive training to use DARS, and will be the Law Faculty 'DARS superuser'.

Events

- To support, manage and execute a range of inspiring and engaging alumni and donor cultivation events. Ensure a smooth-running operation throughout the events process, whilst presenting the Faculty in a professional manner. This may require occasional work outside of traditional office hours, in Oxford or offsite.

- To help to identify possible future events tailored to alumni's interests, event speakers and networking opportunities, including horizon scanning across the University for appropriate events for donor cultivation, stewardship and alumni engagement.

Communications

- To work closely with the Faculty's Communications team, the Development Office's Events and Marketing and Insights Team, to support the delivery of electronic and physical mailings of newsletters, invitations and donor solicitations. This includes sending electronic mailings through the DARS database, creating and maintaining web pages and booking platforms.

- More broadly, to oversee and update the Faculty's Development and Alumni webpages.

Administration/Other

- To manage incoming routine correspondence and telephone calls from donors and alumni, monitoring the Development and Alumni email inboxes.

- To manage travel arrangements, domestically and internationally; and to schedule appointments for the Head of Development (Law), preparing appropriate papers to support meetings.

- To assist with monitoring the Development team's budget. To manage the allocated budget for specific events, obtaining prices and quotations, booking venues and hotels, ensuring prompt processing of invoices, payments, expense claims etc (briefing, consulting and obtaining approvals as necessary).

- To develop effective working relationships with relevant colleagues across the collegiate University, participating in and sharing information amongst these networks.

- To carry out any other duties commensurate with the grade of this post as determined and directed by the line manager.

Use of Software Systems

To support and facilitate the above duties and tasks, the postholder will use the following software systems, for which training will be provided:

1. **DARS** for organising events, mailings and reports. Intensive DARS training will be provided.
2. **Excel** for presentation of financial and numerical data etc.
3. **Stripo** and **DARS** for event invitations and newsletters.
4. **Online Shop** (University software), **Microsoft Forms**, and/or **CVENT**(external software) for event registrations.
5. **Microsoft Teams** and/or **Zoom** for webinars.
6. **Panopto** University software used for lecture or event recordings.
7. **Drupal** content management system for website maintenance.
8. **Planon ProCenter** for room bookings, catering, parking etc.

Selection criteria

Candidates will be judged on the basis of the following criteria and should ensure that their application clearly shows how they meet these.

Essential selection criteria

1. A good understanding of financial planning, reporting, budgeting and budget management; alongside experience of using CRM databases.
2. An interest in Higher Education and in particular an understanding of the University of Oxford, and its goals in teaching and research.
3. Proven administrative experience of working in a similar role, building relationships with senior/significant stakeholders, with the ability to produce accurate work to high standards.

Skills and abilities

1. Excellent organisational skills, with proven ability to organise events, to manage and prioritise a range of different types of administrative tasks simultaneously, to meet deadlines, to work effectively under pressure, and to bring tasks to a successful conclusion.

2. Excellent written and oral communication skills, able to communicate confidently and effectively with administrative and academic staff at all levels within the University, with current students and alumni, and with a wide range of senior and influential individuals.

3. Demonstrable ability of working effectively with others, co-operating with a variety of colleagues, helping the team to achieve their goals.

4. The ability to work independently, to prioritise without the need for close supervision, and to demonstrate initiative and sound judgement.

5. A high degree of computer literacy including: using software to produce newsletters and high-quality documents; databases and spreadsheets; use of online resources such as calendars; experience using virtual meeting and event software; and a willingness to undertake all necessary software training to fulfil the role.

Attitudes

1. Considerable tact and discretion are required in dealing with highly confidential information.

2. A versatile attitude, with the ability to work well within a team, including some out of hours work.

Desirable selection criteria

1. Experience of using DARS to view information, to create queries and reports and to conduct events and mailings.

2. Experience of working within a fundraising, alumni relations or marketing environment.

3. An understanding of information security and gathering consents would be an advantage.

4. A legal education and/or experience of working within a legal environment and sympathy for the aims and objectives of the Law Faculty.

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

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

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.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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 letter of application. The cover letter 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.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly to:
recruitment@devoff.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 online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, 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 other grades 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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

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/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.