



**Harris  
Manchester  
College**  
UNIVERSITY OF OXFORD

## Stewardship and Alumni Relations Officer

### Further Particulars

<b>Job title:</b>	Stewardship and Alumni Relations Officer
<b>Hours:</b>	Full time (37.5 hours per week) or part-time (minimum of 30 hours)
<b>Salary:</b>	£31,459-£35,632 including OWP equivalent to £1,500 pa (pro-rata for part-time hours)
<b>Contract Type:</b>	Fixed Term, Five-year contract
<b>Responsible to:</b>	Director of Alumni Relations and Development

## Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

## Overview of Post

The postholder will support the Director of Development and Principal in developing and maintaining excellent relationships with alumni, students, friends and donors, as well as other members of the wider college community.

This is a brand-new role in our newly established Alumni Office. The postholder can expect to collaborate with other College stakeholders to implement new processes and help decide how our first-ever Alumni Office should be set up.

A varied role, responsibilities will include implementing donor stewardship programs, managing donor societies, and overseeing alumni engagement activities. The postholder will also handle event planning and administration for alumni and donor events.

The successful candidate will have a range of essential skills, including experience in event administration, strong interpersonal and communication skills, and proficiency in IT. An understanding of higher education institutions is desirable.

## Key Responsibilities & Duties

### Donor and Alumni Relations

- Devise and implement a donor stewardship programme
- Manage the donor societies, including membership, thanking processes, events programme and communications
- Develop stewardship plans alongside the relevant fundraiser as needed
- Support the administration of HMC alumni who are members of University giving societies, including overseeing the nomination process
- Ensure that Alumni Relations supports opportunities for the identification and cultivation of alumni prospects and underpins the development of fundraising activities
- Devise, implement and manage the donor thanking process
- Manage the College merchandise and gifts for alumni

### Reporting

- Be responsible for overseeing the donor reporting schedule, keeping records of donor reporting requirements and producing donor reports as required
- Manage any donor mailings, both print and electronic
- Liaise with the College's Academic Office to ensure records of scholarships, prizes and bursaries are correct, and request student reports for donors
- Keep a register of all recent and historical major gifts, focusing on naming and donor expectations
- Ensure that deliverables from donor gift agreements are documented and met
- Maintain a bank of reporting material available for donor reports and stewardship mailings

### Communications

- Liaise with the Communications Officer to provide relevant content for the website, College publications, social media, and e-newsletters

### Events

- Plan and deliver a series of in-person, online and hybrid events for alumni and friends in the UK and overseas

- Deliver stewardship events for donors and legators
- Ensure all events meet specific objectives (including attendance goals and fundraising aims) and align with College priorities
- Ensure all events are well planned, high quality, and delivered within budget
- Manage events administration, including invitations, RSVPs, seating plans, speaker identification and preparation, team and leadership briefing materials, speech support, follow-up surveys, database updates etc

#### Other Duties

- Serve as the main point of contact between alumni and the College, respond to enquiries, and assist visiting alumni, donors and friends
- Ensure comprehensive record keeping and reporting of all substantive alumni contact on the database, and adding of data as required
- Raise awareness of the alumni community among current students and foster opportunities for interaction

This list includes the principal responsibilities of the role, but it is not exhaustive. Other relevant duties may be specified by the Director of Alumni Relations and Development from time to time.

## Selection Criteria

### **Essential**

- Experience of events administration, from planning through to post-event follow up
- Excellent interpersonal skills and the ability to build strong working relationships and collaborate with a wide range of colleagues and stakeholders
- Administrative experience with excellent IT skills
- Detail-oriented and excellent problem-solving skills
- Excellent time management skills and the ability to efficiently manage workload when working on multiple projects and priorities
- An ability to manage competing priorities whilst also meeting deadlines

### **Desirable**

While not essential, it will strengthen your application if you can demonstrate one or more of the following:

- An understanding of higher educational institutions
- Experience of fundraising in the charity sector
- Experience of alumni engagement

## Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to [hr@hmc.ox.ac.uk](mailto:hr@hmc.ox.ac.uk) by 12 noon on the application deadline of **Monday 28<sup>th</sup> July**. Interviews are expected to take place the week commencing 4<sup>th</sup> August.

## Benefits and Conditions

- Free lunches when on duty and when these are available to college staff.
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.

## Important Information for Candidates

### **Data Privacy**

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. For further information, please see the College's data protection policy [here](#).

### **Equal Opportunity**

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

### **Right to work in the UK**

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.