



# Linacre College

## University of Oxford

### Recruitment Pack:

### Alumni Relations and Development Manager





# ABOUT LINACRE

Linacre is a graduate College of the University of Oxford. Welcoming students from a breadth of academic disciplines and diverse backgrounds, Linacre is known for its interdisciplinary focus.

Situated next to the University Parks and close to the University's main libraries and laboratories, the College fosters a supportive international community of over 700 students and 50 JRFs.

Modern and progressive in character, Linacre was one of the first mixed Colleges in Oxford and offers a single Common Room for all members.

*"I really enjoy working at Linacre. Not only have I felt welcomed and supported, but I have made lifelong friends."*





# Our Benefits

- 38 days of annual leave, which includes the 8 statutory public holidays, a day off to support your wellbeing and the option to purchase up to 10 extra days and additional leave after long service.
- An excellent contributory pension scheme.
- A meal (usually lunch) is provided free of charge when you are on duty and when the College kitchen is operational.
- All staff are members of the Common Room and have access to a vibrant college community with clubs, sport and recreation facilities.
- Affordable and sustainable commuting options, including a cycle loan scheme, discounted bus travel, and season ticket loans.
- A commitment to hybrid and flexible working to suit your lifestyle and the requirements of the role.
- Enhanced family leave.
- Access to an Employee Assistance Program (EAP) through Health Assured.



# Job Description

**Salary:** £41, 997 including an Oxford University Weighting of £1,500 per annum (pro rata for part-time appointments) and is the equivalent of Grade 7 the Oxford University salary scale.

**Nature of Contract:** Permanent, Full time

**Work Schedule:** 37.5 hours per week

Typical working hours are 8:30am – 4:30pm with a half hour unpaid lunch break, flexibility of hours can be considered. There is no paid overtime for this role.

**Reporting to:** Bursar & Development Director

**Supervising:** Alumni Relations and Development Officer, Alumni Office Administrator

**Location:** Linacre College, St Cross Road, Oxford, OX1 3JA

## Overview of the Role

As a key part of the Development team, you will take a leadership role in fundraising and alumni relations at Linacre College.

## Key Responsibilities:

### Fundraising

- Conduct prospect research, identifying and building relationships with potential donors, including applicable trusts and foundations, to support mid-level and major gift fundraising efforts.
- Overseas the management of the College's Regular Giving programme to increase donations.
- Implements fundraising strategies, in particular for mid-level donors.
- Track and oversee the progress of potential donors and assess the





effectiveness of fundraising efforts.

- Work with the Bursar & Development Director and Communications Officer to create fundraising materials, cases for support, proposals, and agreements.
- Collaborate with the Legacy and Planned Giving Manager to grow the College's legacy pledges.

### **Alumni Engagement**

- Develop and implement plans to increase alumni involvement with the College and with each other.

### **Donor Relations and Stewardship**

- Oversee the donor recognition and stewardship programme, including donor circles and incentives, ensuring donors receive appropriate acknowledgment and stewardship.
- Build relationships with donors, through meetings and making tailored fundraising requests.
- Work with the Academic Office and Alumni Office Administrator to distribute scholarships and prizes according to donor wishes.

### **Events Management**

- Plan, oversee and supervise the delivery of all Alumni events attending where appropriate.
- Ensure events align with fundraising and engagement strategies and assess their effectiveness.
- Arrange for appropriate staff or fellows to attend events.
- Lead planning for international events, particularly those with a fundraising focus.

### **Communications**

- Oversee content published by the Alumni Office, including social media, website updates, newsletters, and the alumni magazine.





- Write or review copy for fundraising appeals, updates, and annual fund mailings.
- Ensure communications are appropriate and engaging.
- Create or commission content as needed.

## **Management and administration**

- Lead, mentor and support the Alumni Relations and Development Officer and Alumni Office Administrator.
- Conduct appraisals and recommend training and development.
- Oversee the keeping of accurate and up-to-date alumni records and ensure compliance with data protection regulations.
- Oversee financial operations related to fundraising, including processing donations, data entry, due diligence, and budgeting.
- Ensure a substitute contact is available during planned leave.

**The Alumni Relations and Development Manager may be assigned additional tasks as needed by the Bursar & Development Director. This job description is a guide and may be updated as necessary after discussion with the postholder.**





# Person Specification



## Essential Criteria:

- Educated to degree level or equivalent relevant experience.
- Proven experience in fundraising, preferably within an educational, charity, or non-profit environment.
- Demonstrated success in implementing fundraising strategies, particularly in securing small to mid-level gifts.
- Strong track record in identifying, cultivating, and stewarding donors.
- Ability to think strategically and translate ideas into action.
- Proven ability to create compelling fundraising proposals and cases for support.
- Willingness and ability to work evenings/weekends as needed and undertake travel both within the UK and internationally.
- Exceptional written and verbal communication skills, including the ability to produce and oversee engaging content across various platforms (newsletters, social media, website, publications.)
- Ability to tailor communications appropriately for diverse audiences, including alumni and donors.



- Strong organisational and project management skills with the capacity to prioritise tasks, meet deadlines, and manage budgets effectively.
- Excellent interpersonal and networking skills, including the ability to build relationships across diverse groups, internally and externally. Good listening skills are essential.
- Demonstrable ability to engage sensitively with alumni, donors, senior staff and stakeholders.

### **Desirable Criteria:**

- Experience in legacy giving programmes.
- Experience managing regular giving programmes.
- Knowledge of alumni relations practices in higher education institutions.
- Familiarity with alumni database systems such as DARS or Raiser's Edge or similar Customer Relationship Management (CRM) software and proficiency in data analysis to drive strategic planning.
- Knowledge of and compliance with data protection regulations, ensuring accurate record-keeping.
- Previous experience coordinating international alumni or fundraising activities.
- An interest in fundraising and belief in higher education and the aims of the College.





# Application Process

## How to apply and conditions of employment:

- 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; A list of acceptable documents can be found on the Home Office website, 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.
- This job includes duties that will require additional security pre-employment checks. A satisfactory basic Disclosure and Barring Service check due to work involving handling highly valuable or sensitive items.
- The appointment will be subject to a probationary period of six months, during which time the appointment may be terminated by either party on one week's notice.
- Thereafter the required notice period will be three months on either side.
- Applications are made via the Competency Application Form on the College website vacancies page - [www.linacre.ox.ac.uk/vacancies](http://www.linacre.ox.ac.uk/vacancies) - where you be required to upload a CV and complete the Equality and Diversity Monitoring Form. If you require the application form in a different format for accessibility reasons, please contact the HR Officer at **hr@linacre.ox.ac.uk**





**The Closing date for completed applications:**

**23rd June 2025 at noon**

Interviews to be held week commencing 14<sup>th</sup> July

For any questions, please email [hr@linacre.ox.ac.uk](mailto:hr@linacre.ox.ac.uk)