

<b>Job title</b>	Development Manager - Giving
<b>Department</b>	Development Office
<b>Location</b>	Mansfield College, Mansfield Road, Oxford, OX1 3TF
<b>Grade and salary</b>	Grade 7: £38,674 - £46,913
<b>Hours</b>	36.5 Hours per week
<b>Contract type</b>	Permanent- Full time
<b>Reporting to</b>	Associate Development Director
<b>Additional Information</b>	The post holder may on occasion be required to work out of normal working hours during the weekend or evening, for which time off in lieu can be taken. Flexible working, including working remotely for a proportion of the week, is supported in this role.

### The role

Mansfield is seeking a highly enthusiastic and strategic fundraising professional to lead the College's regular giving programme and build a portfolio of leadership (c. £1,000 - £10,000 per year) donors.

Mansfield's regular giving programme is central to the College's ongoing success and generates circa £250,000 for the College every year for every aspect of life and work at Mansfield. Now a year into the public phase of the *For Mansfield. Forever.* campaign, you will be joining a friendly, supportive and high-performing team that will be responsible for delivering consecutive record-breaking fundraising years for the College.

The Development Manager - Giving is a key senior role within in the College's Development & Alumni Relations Office with the responsibility for devising and executing on a regular giving strategy that includes telethons, giving days, direct mail, and an increasing focus on maximising income from mid-level (c. £1,000 - £10,000 p.a.) supporters as members of the 1886 Circle.



## About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 55 academic staff, 255 undergraduates, 220 graduates and 42 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently the Oxford College with the most diverse undergraduate body and has the highest proportion of state sector students. The current Principal is Helen Mountfield KC.

The College is also home to the Bonavero Institute of Human Rights, within Oxford University's Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk)

## Development Team

The Development team at Mansfield College is responsible for the College's fundraising and alumni relations activity and plays an important role in maintaining engaging external communications on behalf of the College.

Having launched the *For Mansfield. Forever.* campaign in March 2023 including the announcement of the largest gift ever made to Mansfield College - £25 million from alumnus Chris Foster (Maths, 1997) – the team is focused on securing gifts at all levels that secure the College's core purposes and allow us to transform the College's site.

The Development team consists of the: Development Director; Associate Development Director; Development Manager - Giving; Alumni Relations Executive; Development Operations Manager, and Development Officer.

## Responsibilities

[mansfield.ox.ac.uk](http://mansfield.ox.ac.uk)  
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### **Regular Giving**

- With support from the Development Director and Associate Development Director, deliver a successful regular giving programme and strategy for Mansfield with the aim of acquiring new donors, and encouraging increased and ongoing support from our alumni.
- To champion the benefits and advantages of the regular giving programme among internal and external constituencies and, in doing so, enhance and improve the overall culture of support and giving from alumni and friends to the College.

### **Leadership Giving**

- To build, cultivate, and seek support from a portfolio of donors and potential capable of making gifts in the range of c. £1,000 - £10,000 per year. This will be through a combination of face-to-face, personal engagements and the promotion of Mansfield's newly established 1886 Circle.

### **Telethons**

- To oversee Mansfield's telephone campaign(s), supported by an external supplier: Recruit callers, produce written materials, ensure data quality, oversee logistics, and complete post-call administration - all with support from the Development Operations Manager and Development Officer.

### **Giving Days & Direct Mail**

- To work with preferred suppliers to deliver an annual Giving Day appeal.
- To plan and implement other regular giving appeals and initiatives with a view to retaining current donors and acquiring new donors.
- Plan and draft direct mail and online appeals and other regular giving initiatives.
- Evaluate the success and effectiveness of each appeal and use new data acquired to improve our approach.
- Consider creative new approaches and the latest thinking.

### **Communications**

- To communicate effectively, both internally and externally, on the progress, success and results of the regular giving programme and Mansfield's array of donor-supported prizes.
- Participate in the planning and delivery of alumni communications such as the e-newsletter, website, social media, Mansfield Magazine.



### **Database Management and Reports**

- Support the improvement of the database's (DARS) data quality through the deployment of data enrichment activities such as alumni surveys.
- Work with the Development Officer to produce reports as required on fundraising activity, results, and financial overviews.

### **Stewardship and further Cultivation of Existing Donors**

- Primary responsibility for the thanking, celebrating, and reporting to our regular and mid-level donors. With support from the Development Operations Manager and Development Officer, to include thank you letters, prize reports, and donor visits.

### **Other**

Other such duties relating to the work of the Development Office as may be assigned from time to time by the Development Director and Associate Development Director.

### **Selection Criteria**

#### **Knowledge, skills and experience required**

##### **Essential**

- Educated to degree level or equivalent professional experience of fundraising or working in an outward-facing position which has involved working to targets.
- Positive, flexible attitude.
- Strong organisational skills and ability to manage a diverse workload.
- Motivated by achieving and exceeding targets and achieving deadlines.
- Experience of fundraising or working in an outward-facing position which has involved working to targets.
- Experience of personally building 1:1 relationships with alumni and asking for mid-level (c. £1,000 - £10,000) gifts.
- An ability to work to tight deadlines and under pressure, cooperatively with other team members in a small office that becomes extremely busy with many projects in progress at the same time.
- Strong project management experience with evidence of running telethon/telemarketing and digital (i.e. Giving Day) campaigns.
- Tactful, diplomatic and comfortable working with a wide range of people.



- Confident and self-motivated as this role will require the individual to work independently and effectively manage their own time, while also being a team player.
- Proven track record in organising and managing a diverse workload with competing priorities with efficiency, accuracy and attention to detail.
- Excellent communication skills, both oral and written with the ability to probe and question individuals sensitively.
- Strong IT and administration skills.
- Experience in preparing reports using large data sets for various audiences.

#### **Desirable**

- Experience/knowledge of working in a higher education environment, or a comparable organisation
- Experience of dealing with senior level individuals and the ability to adapt communication styles to the differing audiences.
- Experience of using a fundraising database (preferably DARS.)
- Knowledge and an interest in UK Higher Education.
- Knowledge of UK and international tax advantages for making charitable donations.
- A good working knowledge of the UK charitable/philanthropic sector.

#### **Training**

Training on DARS will be given. Other training and professional development opportunities will be explored with the postholder on a regular basis.

#### **Terms and Conditions Summary**

**Appointment:** This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation, an enhanced DBS check and satisfactory references.

**Probationary Period:** There will be a probationary period of 3 months. Only after successfully completing this probationary period will the appointment be confirmed.

**Notice Periods:** During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month.

**Salary:** The salary reflects the University Scale at Grade 7. Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience.



Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.

**Annual Leave:** 25 days annual leave plus 8 bank holidays and 5 days Christmas Closure days holiday. Where public holidays fall in term time, the Development manager may be required to work those days.

**Hours of Work:** Normal hours of work will be 36.5 hours per week with a 30 minute lunch break each day, which is paid. The ability and willingness to adopt a flexible approach to working hours and duties will be required as some evening and weekend working will be necessary.

**Meals:** Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.

### Benefits

- Generous Paid maternity/paternity/adoption/parental leave
- Employee assistance programme (EAP) with Health Assured
- 1 annual subscription fee for membership to a professional body
- Subsidised bus pass loan, season ticket rail loan
- Eye Care subsidy for DSE users - free eye test and a contribution towards lenses.
- A childcare salary sacrifice scheme
- Free Gym, Swim & Track access for college staff at Iffley Road, discounts for spouses & partners cohabiting
- Pension: The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (USS) unless they notify the College otherwise.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

### 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.



## How to apply

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If you would like to apply please upload your CV and a cover letter or supporting statement **as PDF files** via our website: [Work for Us - Mansfield College](#)

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.

**All applications must be received by 12 midday UK time on the closing date stated in the online advertisement.**

## If you need help

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For general support enquiries on how to apply for the role, please email [vacancies@mansfield.ox.ac.uk](mailto:vacancies@mansfield.ox.ac.uk)

Please note that correspondence on application progress will be via email. **Please check your spam/junk mail** if you do not receive an email.

## Important information for candidates

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### Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of their eligibility for employment before starting work with the College.

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Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

### **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: [GDPR Framework | Mansfield College, Oxford](#)

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