



Further Particulars

Development Manager (Regular Giving)

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-nine colleges of Oxford University. The College functions as an independent institution and as a social and residential centre for its members. It has approximately 430 undergraduate and 300 graduate students studying most of the core subjects on offer at Oxford.

It offers a rigorous and nuanced education designed to inspire its students to be intellectually bold, to welcome challenge and be open to new ideas and ways of thinking. Alongside the academic underpinning there is a wide range of social and sporting activities on offer, together with strong wellbeing support.

The College is an independent, self-governing institution headed by the Master and led by the Governing Body, which has overall responsibility for all aspects of the running of the College. The Governing body is underpinned by a structure of committees, including the Development and Communications Committee concerned with Old Members, Fundraising and events.

The College has a widely supported regular giving programme and its alumni have facilitated transformational change through their support. There is also a collaborative and constructive working relationship between the College and the central University's Development team.

For more information about the College, please click [here](#).

The Development, Communications and Alumni Relations Team

Univ established a full-time Development Office in 1997. The College now has one of the longest-established and best-performing Development Offices in Oxford.

The Development, Communications and Alumni Relations team is responsible for an extensive programme of alumni outreach, fundraising events and campaigns designed to foster and maintain relationships between the College and its global alumni body. The Communications sub-team supports the College's overall digital and wider communications strategy through engagement with all stakeholders including staff, students and alumni. They support the College's website, intranet and social media, as well as internal and external communication through publications and newsletters.

The Team comprises 13 members of staff: The Director of Development, Communications and Alumni Relations; Deputy Director of Development; Senior Philanthropy Manager and Head of Campaign; Development Manager (Regular Giving); Data and Operations Manager; Data and Insights Officer; Stewardship and Alumni Relations Coordinator; Senior Events Officer; Events Coordinator; Development Administrator and PA to Director; Digital Communications Manager; Communications Officer and Communications Assistant. It is a friendly "all hands on" office where considerable teamwork is welcomed and expected.

Further information can be found at [About Development - University College Oxford \(Univ\) \(Univ\)](#)

The Role

The Development Manager (Regular Giving) is a senior role within the team and is responsible for making a significant contribution to key relationships for the College. They also play a vital role in raising funds for University College. The main responsibilities of the role include: maximizing income from mid-level supporters, developing and implementing a specific regular giving strategy that includes telethons, giving days, direct mail, digital campaigns and working with alumni volunteers. For more information, please see the [Job Description](#).

Pay and Benefits

This is a permanent full-time (36.5 hours per week) or part-time (29.2 hours) post. The salary range is on grade 6 of the University of Oxford pay scales - £35,681 to £41,636. The salary offered, may be at or above the starting point depending on experience.

In line with the responsibilities of the post, flexibility in working hours will be required as the role requires some out-of-hours work during telethon campaigns, for events, meetings and some travel (UK). Time off in lieu will be given as required.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday excluding bank holidays	Free Lunches While on duty and if the kitchens are open	Pension Membership of the USS Pension Scheme (incl. salary exchange)
Employee Assistance Programme	Occupational Sick Pay	Bus Pass Purchase Scheme
Private Health Care Insurance with access to spouse/partner and children	Enhanced Maternity Pay (day 1 rights)	Bicycle Purchase (salary exchange scheme)
Training & Development	Tusker Car Scheme	

*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment is conditional on the right to work in the UK and satisfactory references.

How to apply

Applicants are asked to submit a CV and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Team at hr.admin@univ.ox.ac.uk.

The closing date for applications is **2 October 2026**

Interviews will be held on **14 and 15 October 2026**.

The College is an equal opportunities employer; therefore, applicants are asked to complete the confidential and anonymous recruitment monitoring form.