



Job title: Senior Alumni Relations Officer (maternity cover)
Department: Development Office
Reports to: Development Director

Job purpose

The Senior Alumni Relations Officer is responsible for building and strengthening relationships between Pembroke and its alumni and other supporters. This includes engagement activities such as events, supporting the Alumni Ambassador network, contributing to alumni communications and publications, and acting as a point of contact for the College's alumni.

Main responsibilities

The main duties to be carried out by the post-holder include:

Alumni Relations

- Manage administration of the alumni volunteers through the Alumni Ambassador network and Alumni Advisory Board (AAB) alongside the Chair of the AAB, providing approved College updates and reports in a collaborative and effective manner.
- Ensure regular alumni communications and marketing for events and engagement opportunities are of the highest calibre and take advantage of the great breadth of content available through Fellow, staff, student, and alumni sources.
- Ensure accurate and thorough records are kept on alumni interactions and engagement with the College so that productivity and relationships can be tracked and enhanced.
- Act as a first point of contact for alumni, dealing with ad hoc queries via email, phone, and in person.
- Coordinate the 'Pembroke10' network for recent leavers.
- Educate current students about alumni benefits and develop opportunities for students to interact with alumni and supporters so that students become engaged alumni as well as future donors.
- Provide ad hoc tours of College for groups of visiting alumni.
- Ensure that Alumni Relations supports opportunities for the identification and cultivation of alumni prospects.

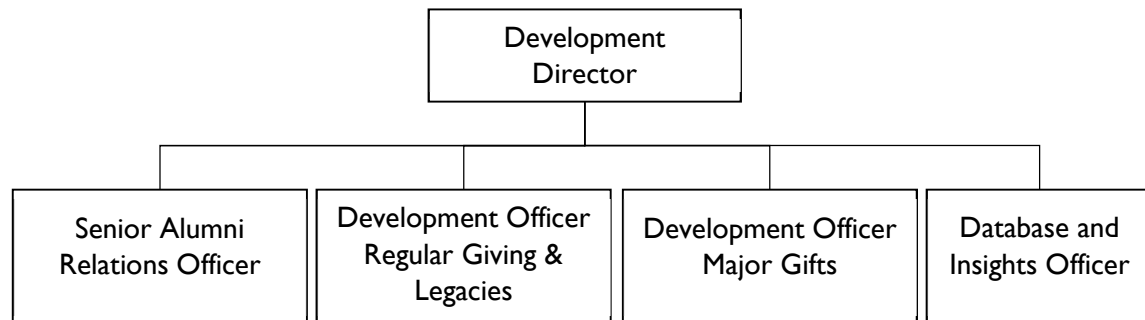
Events

- Organise events from initial ideas to final feedback, with a variety of goals and objectives including alumni engagement, stewardship and fundraising.
- Work with colleagues, alumni and Fellows to identify new events to appeal to underserved segments of the alumni, parent, student, and other communities.
- Attend events and ensure they are run smoothly and professionally.
- Coordinate High Table dinner bookings for alumni.

Internal collaboration

- Work collaboratively with the wider team and colleagues across Pembroke, supporting work outside your functional area where necessary.
- Undertake such other duties as may be reasonably required by the Development Director, which may include travel and event attendance outside standard working hours, for which time off in lieu will be given.

Structure



Person Specification: Senior Alumni Relations Officer

Essential

- Educated to degree level or equivalent experience.
- Experience in alumni relations, fundraising, customer relations, or a related field.
- Experience of event management.
- Excellent communication and interpersonal skills.
- Good analytical, IT, and administrative skills.
- Ability to take the initiative and a track record of meeting targets.
- Strong organisational and project management skills.
- Ability to work within an interdependent team.
- Ability to deal with confidential matters and act with discretion.

Desirable

- Knowledge and experience of the Higher Education sector.
- Experience of using a CRM database, preferably DARS.
- Experience of budget management for events.
- Experience of working within a fundraising campaign.

Summary of Terms and Conditions of Employment: Senior Alumni Relations Officer

Salary

The salary range for this job is £34,000 – £36,000p.a. pro rata, depending on experience.

Contract

The job is offered on a temporary basis from November 2024 to July 2025.

Hours of Work

Normal office hours are 37½ hours per week. Normal hours of work are 9am to 5pm, with an unpaid half hour for lunch. Some flexibility will be required according to the demands of the workload. Time off in lieu will be given for extra hours worked.

Annual Leave

The full year annual leave entitlement is 30 days, plus public holidays. This will be pro-rated based on the length of contract. The holiday year begins on 1 October and ends on 30 September. The May bank holidays are normally worked but may be taken as annual leave.

Meals

The post-holder is entitled to free lunches in Hall on days they are working at the College site and the College kitchens are open.

Pension

The post-holder will be automatically enrolled into the contributory Oxford Staff Pension Scheme from the commencement date of the appointment. Contributions will be payable in equal monthly instalments in arrears.

Probationary and Notice Period

The appointment is subject to satisfactory completion of a two-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be one month.

Other

Pembroke College will pay for relevant training, conference attendance, etc., to enhance work performance and encourage professional development.

Appointment Procedure

To apply, please send a full CV as well as a covering letter and the names and contact details of two referees by email to recruitment@pmb.ox.ac.uk.

If you are currently or have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they can be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you. References will not be taken up before the interview stage.

The closing date for applications is 9am on Friday 27 September.

It is anticipated that interviews will be held in the week commencing 30 September.

The appointment will be subject to (i) the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998, General Data Protection Legislation and the College's Data Protection Policy and recruitment monitoring process.