**St Hilda’s College, University of Oxford**

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<th>Job Title</th>
<th>Alumnae Relations Officer</th>
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<td><strong>Line Manager</strong></td>
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| **Contract**            | - Full-time (35 hours per week)  
                            - Permanent  
                            - Out of hours work, including evenings and weekends, will be required, on occasion, to fulfil the requirements of the role. |
| **Salary**              | Equivalent to University of Oxford Grade 5, currently £28,759-£33,966, per annum, dependant on experience [https://finance.admin.ox.ac.uk/salary-scales#collapse1096021](https://finance.admin.ox.ac.uk/salary-scales#collapse1096021) |
| **Location**            | This role is based on-site at the College's main site in Cowley Place, Oxford, OX4 1DY. |

**Main purpose of the job**

- To co-ordinate the College’s alumnae relations activity, comprising events, reunions, networks, communications, publications and surveying.  
- To enable the College to build strong, positive relationships with and between alumnae across the eras.  
- To provide direct support for the team’s other fundraising and events programmes;

**St Hilda’s College**

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 220 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth. It has ambitious development plans and its ethos is a commitment to “excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation.  
We have just over 8000 alumnae, with just under half having matriculated since 2000. 72% of our alumnae reside in the UK, 8% in the USA and 20% across the Rest of the World.

**The Development & Alumnae Relations Team**

St Hilda’s is a welcoming place to work and the Development Office is responsible for fundraising for the College.
The post-holder will be joining our team at an exciting time as we build a new campaign to raise funds to help the College deliver on its 2024-2029 strategy. Led by the Development Director, the members of the team have specific responsibilities for elements of the fundraising and the wider development and alumnae relations programme. The team members work closely and frequently interact with other teams within the College, including the Head of Communications and the Events Team, which runs alumnae events.

**Team Structure**

- The **Development Director** sets the overall strategic direction for the team and is responsible for major gifts fundraising and is a Fellow of the College and a member of Governing Body.

- The **Deputy Development Director** oversees the day to day running of the office, with primary responsibility for alumnae relations activities and responsibility for higher-level stewardship and support for the Development Advisory Board. The Deputy has strategic oversight of our events programme and communications.

- The **Senior Development Executive** works with donors and prospects at the middle to major gifts level, and runs stewardship and donor events.

- The **Donor Stewardship Manager** ensures that making a donation is a smooth process and that their relationship with the College as a donor is a rewarding one.

- The **Alumnae Relations Officer** enables the College to build strong, positive relationships with and between alumnae across the eras, helping to create the conditions for sustained fundraising.

- The **Campaigns & Insight Officer** delivers a programme of digital and off-line giving campaigns, based on a systematic mining of data and insights, and supports the general building of intelligence regarding our alumnae, donors and prospects.

**The Role**

- Work with colleagues and other College teams in order to structure and deliver a programme of events and communications that provides the opportunity for alumnae to connect with St Hilda’s and between themselves.

- In conjunction with the Deputy Development Director, plan a programme of reunion/Gaudy events that allow alumnae to celebrate milestone anniversaries and to reconnect with the College on a regular basis.

- Develop and deliver a range of in-college, in-person and online events that enable alumnae across the world to feel a sense of belonging and intellectual enrichment. This can also comprise participation in University-led events, where appropriate.

- In connecting with alumnae on a daily basis, flag to Development colleagues when there appears to be an opportunity to elicit donations, legacy pledges or other value in kind support.

- Schedule a year-round series of communications to alumnae, whether that is via mail, email or social media. This will require co-ordination with team members and the College’s Head of Communications, as well as a need to edit relevant sections of the College website. Use creative approaches to encourage recent graduates to engage with the College and make participation gifts and donations.

- Co-ordinate the production of any key publications that are focussed on the alumnae, whether that is a termly magazine or annual round up (currently The Chronicle).

- Conduct a programme of regular alumnae surveys that help to build a picture of affinity with the College and the popularity of various executed or planned cultivation activities.

- Oversee the department’s range of merchandise, periodically reviewing the method for selling the items, their pricing and their popularity. This will require wider liaison with other colleges across the College who may also have a demand for those products and a role in their design and sourcing.
• Liaise with the University’s Alumni Relations department so that best practice is absorbed and University-wide opportunities are made available to St Hilda’s alumnae.
• Develop a programme of communication and events that clearly helps graduating students to transition to being part of the College’s alumnae in a smooth and clear manner.
• Explore opportunities for alumnae to be able to provide their time, expertise and experiences to current students as part of a careers network or similar concept. This will require liaison with the JCR and MCR.
• Connect alumnae with the College’s series of clubs, societies and subject networks, where applicable.
• Utilise the rich history that the College has in relation to reunions, articles and other occasions, so that anniversaries are maximised and the rich culture of St Hilda’s is celebrated. This will require regular liaison with the College Archivist.

Additional Responsibilities:
• To contribute to the comprehensive record-keeping and reporting of all substantive alumnae contact on the database, Raiser’s Edge NXT.
• To attend events and represent the College in Oxford and elsewhere in the UK to promote the College and enhance its reputation.
• To build networks across the University, other Colleges and charitable sector to ensure that St Hilda’s follows best practice.
• To undertake training as required: The University of Oxford offers a full programme of training and personal development via the Advancing Oxford network. Full training on the College database Raiser’s Edge NXT can also be provided.

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager.

Selection Criteria

Essential Skills and Experience
• A can-do attitude and high-level inter-personal skills, with the ability to deal confidently and appropriately with a variety of people, including high net worth individuals, alumnae, donors, volunteers assisting with the fundraising programme, students, tutors and college staff
• Excellent command of English, both written and oral
• Experience of events organisation and/or project management
• Experience of working in a small, busy team
• Ability to exercise initiative, good judgement, tact and diplomacy in communications with alumnae, prospects, donors and volunteers representing the College and its development programme and College representatives
• Confidence to work independently without supervision as a member of a small team
• Adaptability and flexibility to manage a variable workload
• Ability to stay calm and work accurately when under pressure
• Excellent attention to detail
• Good computer skills, including Excel, Word and University databases; the interest in and ability to learn new IT skills as required
• Ability to handle confidential and sensitive data with discretion
• Educated to degree level or equivalent professional experience
• Willingness to undertake training and development to ensure skills and competencies are kept up to date
• Willingness to contribute to the College’s community.

Desirable Skills and Experience
• Experience in alumnae relations, fundraising and communications ideally within the University of Oxford context
• Experience in preparing a range of material for print-based communications, high volume email/e-newsletters and social media channels for fundraising purposes
• Experience in the use of Raiser’s Edge NXT, or similar CRM database.
• Previous experience of using InDesign or similar programme for the preparation and editing of publications and in editing and managing webpages
• Understanding of studying within the collegiate University.

Terms of Employment and College Benefits

• University of Oxford Grade 5, current salary range £28,759-£33,966 per annum.
• Permanent, full-time post, based at the College site in Cowley Road, Oxford.
• Occasional out of hours and weekend working will be required to fulfil the duties of this post.
• 6-month probationary period.
• Generous contributory pension scheme: OSPS
• Paid holiday entitlement of 38 days per year, including public holidays.
• A meal is provided free of charge when on duty, provided the kitchen is open.
• Additional College benefits include: An Employee Assistance Programme provided by Health Assured; a Private Medical and Dental Scheme (The College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); Discounted travel on buses and trains through an interest free season ticket loan; a Cycle to Work Scheme And, Eye Tests and Discounted Lenses or Frames.

December 2023