EXETER COLLEGE, OXFORD

Development Office Administrator

Part Time - 0.8FTE

Salary: within a range £23,176 - £26,172 per annum

Further Particulars

Exeter College

Founded in 1314, Exeter is the fourth oldest college in the University of Oxford. It is home to around 380 undergraduate students, 300 graduate students, and c. 60 Fellows. Exeter is known for its warm, inclusive atmosphere, its beautiful setting in the heart of Oxford, and its excellent teaching and research. Our relatively small physical footprint means that we are a close community of students, academic and professional staff who support each other.

Exeter has had a Development Office for over 20 years now which has raised well in excess of £60m in philanthropic donations during that time. The 700th anniversary campaign allowed the College to acquire and build a new site on Walton Street, Cohen Quad, which opened in 2017. The recently launched campaign, Our Story is Your Story, is focused on the transformation of the Turl Street site which will deliver a major upgrade in student accommodation and facilities. We also intend to endow as many of our academic posts as possible and increase our support for students.

There are seven people in the team at Exeter, including three who work part-time. We work closely with the Communications team on alumni publications and social media content. You can expect to work with a supportive, enthusiastic and close-knit team who are not only specialists in their own rights, but who are true team players who enjoy getting stuck in to deliver great projects and achieve great results.

Purpose and Objectives of the Post

The Development Office Administrator plays a vital role in supporting the work of the Development and Alumni Relations team. The ability to be self-motivated, well organised, accurate, and responsive to a high and varied workload is essential. As the first point of contact within the Development Office, it is essential that you have excellent communication skills and enjoy meeting and interacting with people from all backgrounds both in and out of College.

The post-holder reports to the Director of Development and will work closely with other members of the Development Office, which consists of the Director, the Campaign Director, the Fundraising Officer, the Data and Insight Manager, the Alumni Relations and Events Officer, and the Stewardship and Alumni Relations Administrator. They will also work closely with the Communications team (the Head of Communications and the Communications Officer), together with the Rector, Bursar, Academic Office, Catering Department, Steward's Office, and College Accountant.

The Office uses Windows and Microsoft Office products, and the University's Development and Alumni Relations System (DARS) CRM.

Principal Responsibilities

The Development Office Administrator will be primarily responsible for:

1. Acting as first point of contact for alumni and friends of the College either in person, on the telephone or via email.
2. Oversight of email correspondence into the Development Office inbox, ensuring that all enquiries are answered in a timely manner either personally or by the relevant individual.
3. Acting as a key contact for alumni visiting the College i.e. arranging, tours of the College, meetings, High Table dinners, catering.
4. Assisting the Data and Insight Manager in ensuring that records on the database are up to date and accurate, particularly in response to returned mail and following meetings/contact with alumni.
5. Providing administrative support to the Director and Campaign Director, including:
    a. making travel and accommodation arrangements for the Rector, Director, and Campaign Director
    b. producing travel itineraries for the Rector, Director and Campaign Director
    c. liaising with the Data and Insight Manager to produce briefing material prior to each meeting, including for High Table dinners.
6. Scheduling and minuting the College Development Committee and Campaign Board meetings.
7. Liaising with the Academic Office to advertise various travel grants and internships to students and co-ordinating applications.
8. Managing the Christmas card design selection, print and fulfilment project each Michaelmas.
9. Provide general office support, as required including ordering stationery and merchandise.
10. Provide general support for alumni events where needed and for the annual two-week telethon.
11. Demonstrating respect, courtesy and consideration within interactions with members of the College community.
12. Participating in the College's sustainability initiatives, and bringing to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The Development Office Administrator will be expected to carry out such other duties as the Director of Development (or the Campaign Director) may from time-to-time request, commensurate with the grade and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

Department:	Development Office
Responsible to:	Director of Development
Liaison with:	The Collegiate body, external stakeholders, and alumni
Duration:	Permanent
Probation:	The appointment is subject to a probationary period of 4 months.

Notice period:	One month
Salary:	£23,176 - £26,172 per annum (i.e. Grade 4, pro-rata) depending on experience, skills and qualifications.
Pension:	The postholder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they choose to opt out in writing.
Place of work:	This role is primarily based at our Turl Street site in central Oxford, and it is anticipated that the postholder will work most of their hours in College. However, the College supports flexible working, and can consider requests for homeworking, as appropriate. The post-holder may, on occasion, be required to travel to other locations within the UK to attend events.
Hours of work:	29 hours per week (0.8FTE) Exact working patterns will be as agreed with the Director of Development, but will normally fall within the Development Office's core hours of work which are from 9.00am until 5.00pm, Monday to Thursday, and from 9.00am until 4.00pm on Friday. However, the postholder will be expected to work such hours as are reasonably required to carry out their duties, to the satisfaction of the Director of Development, and attendance at evenings or on weekends may be necessary where events fall at these times, or if cover is required.
Annual Leave:	pro-rata equivalent of 38 days per annum (inc. Bank Holidays) The College reserves the right to require the postholder to work on Bank Holidays which fall in Full Term, and occasional Saturdays or Sundays, for which one day off will be offered in lieu of each such day worked. All leave must be taken in agreement with the Director of Development.
Meals:	A free lunch is provided for the post-holder while on duty and provided the College's kitchens are open.
Training:	To be discussed with the Director of Development – CRM training will be provided.

How to Apply

The closing date for applications is **12pm (midday) on Wednesday 25 November 2026**.

Applications must include:

(i) A completed application form, to include the contact details of two referees (one of whom must normally be the current, or most recent, line manager of the applicant).

(ii) A curriculum vitae.

(iii) Where appropriate, a covering letter outlining any further information that the candidate may wish the College to consider in relation to their application.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post are welcome and may be directed in the first instance to the Campaign Director (adale.bennett@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.

Equity, Diversity & Inclusion

Exeter College is committed to equality and diversity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the College, and progression within employment, will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand-in-hand with our commitment to academic freedom and free speech.

The College's policies on equality and diversity are available from our website: http://www.exeter.ox.ac.uk/equality-and-diversity/

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at https://www.exeter.ox.ac.uk/governance/.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	1. Good general level of education	
Experience	1. Experience of diary management (not necessarily in an office) 2. Relevant experience of organising, leading, or team work – this could be in a work environment, or from other environments such as a school/university project or participating in a club, volunteering, etc.	1. Experience in an office environment and/or working for a senior manager 2. Experience working for a Higher Education Institution or charity 3. Track record of building relationships with individuals of all ages and backgrounds
Skills and knowledge	1. Strong administration and organisation skills 2. Excellent standard of written and spoken English 3. Excellent interpersonal skills, including the ability to work with a wide range of people and as part of a team 4. Strong IT skills, including MS Office packages (intermediate-advanced user) 5. Excellent attention to detail and high levels of accuracy 6. A proven ability to prioritise successfully, manage competing deadlines and to remain calm under pressure 7. Able to produce concise and focussed written work, with an appreciation of the need to tailor the tone and content according to the audience 8. Confident and polite telephone manner 9. Professional email manner	1. Experience of using a CRM database, ideally DARS or Raiser's Edge 2. Experience of using Canva 3. Experience of using Microsoft Teams or similar software
Personal qualities	1. Articulate, numerate calm and professional 2. Enthusiastic and self-motivated, with the ability to work in a fast-paced and ever-changing office environment 3. Flexible approach to tasks and workload 4. Willingness and ability to work outside of normal office hours, when required	