



EXETER COLLEGE, OXFORD

Stewardship & Alumni Relations Administrator

Fixed-term contract to 31 July 2026

Salary: within a range £27,838 - £31,459 per annum (pro-rata)

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 and 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. There are seven people in the team at Exeter, including two 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 Stewardship & Alumni Relations Administrator plays a vital role in supporting the work of the Development and Alumni Relations team, and has primary responsibility for administering all donor stewardship activities. In practice, this includes writing stewardship communications, producing donor reports, and organising events, as well as other stewardship-related activities. 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 are someone who enjoys meeting and interacting with people from all backgrounds both in and out of College.

In addition to Stewardship activities, the postholder will cover the work of the Development Office Administrator (who works part-time) when they are not in the office.

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

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

Principal Responsibilities

The Stewardship & Alumni Relations Administrator, together with the Development Administrator handles all alumni enquiries and communications received by the Development Office. They are primarily responsible for:

1. Ensuring our donors are looked after appropriately and in accordance with their level of giving
2. Writing and designing bursary, scholarship and fellowship reports for our donors
3. Writing and sending termly stewardship e-newsletters
4. Organising a number of stewardship-focused events, from inception to completion
5. Assisting the Alumni Relations and Events Officer with other alumni events, and specifically with pre-event administration
6. Collate and send termly stewardship e-newsletters
7. Oversee Circles of Benefaction and track donors' movements between groups
8. Overseeing the High Table booking process for alumni and the necessary communication of information to Catering and other college departments. Also, ensuring that briefings on attendees are written and sent to the Rector, Director of Development, Campaign Director, and any other key internal attendees in a timely manner.

In addition, the postholder will provide cover for the Development Office Administrator on the days when they are not working or if they are away. This will include (but is not limited to):

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 accommodation for gaudies, tours of the College, meetings, High Table dinners, catering etc.
4. Assisting the Data and Insight Officer in ensuring that records on the database are up to date and accurate, particularly 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 Officer to produce briefing material prior to each meeting, including for High Table dinners.
6. Scheduling and servicing the College Development Committee.
7. Liaising with the Academic Office to advertise various scholarships and internships to students and co-ordinating applications.
8. Identifying and liaising with Exonians for the *Alumni in the Spotlight* project, and supervising the creation of profiles for the College website.
9. Managing the Christmas card design selection, print and fulfilment project each Michaelmas.
10. Provide general office support, as required.

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 postholder will be expected to carry out such other duties as the Campaign Director (or the 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:	Campaign Director
Liaison with:	The Collegiate body, external stakeholders, and alumni
Duration:	This is a fixed-term contract until 31 July 2026, to cover a period of maternity leave.
Probation period:	3 months
Notice period:	One month
Salary:	Grade 4 (currently £27,838 - £31,459 per annum, 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:	<p>This role is primarily based at our Turl Street site in central Oxford, and it is anticipated that the postholder will work the majority of their hours in College. However, the College supports flexible working, and is able to consider requests for limited homeworking, as appropriate.</p> <p>The postholder may, on occasion, be required to travel to other locations within the UK to attend events.</p>
Hours of work:	<p>36.5 hours per week.</p> <p>Whilst the post is advertised on a full-time basis, we will also consider candidates wishing to work on a 0.8 FTE basis.</p> <p>The Development Office's normal hours of work are from 9.00am until 5.00pm, Monday to Thursday, and from 9.00am until 4.00pm on Friday.</p> <p>However, postholder will be expected to work such hours as are reasonably required to carry out their duties, to the satisfaction of the Campaign Director, and attendance at evenings or on weekends will be necessary where events fall at these times, or if cover is required.</p>
Annual Leave:	<p>pro-rata equivalent of 38 days per annum (inc. Bank Holidays)</p> <p>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 Campaign Director.</p>
Meals:	A free lunch is provided for the postholder while on duty, and provided the College's kitchens are open.
Training:	To be discussed with the Campaign Director.

Equity, Diversity and Inclusion

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality and diversity are available from the College's 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. The appointment will also be subject to completion of a medical questionnaire that is to the satisfaction of the College.

How to Apply

The closing date for applications is **12pm (noon) on Friday 25 July 2025**.

Applications must include:

- (i) A completed application form to include the names and addresses (including telephone numbers and e-mail addresses) of two referees, one of whom must be the current, or most recent, line manager of the applicant. If a candidate does not wish for a reference to be taken up prior to the offer stage, this should be stated clearly in the relevant section of the application form;
- (ii) A full *curriculum vitae*.
- (iii) Where appropriate, a covering letter providing any additional information that the candidate may wish the panel to consider.

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 may be directed in the first instance to the Campaign Manager (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 that are related to the duties of each particular post and the relevant salary structure.

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. Educated to A-level standard, or equivalent through professional experience	
Experience	1. Experience in a similar role within an office environment	1. Experience of organising events from inception to delivery 2. Experience working for a Higher Education Institution or charity ideally in a fundraising team 3. Track record of building relationships with individuals of all ages and backgrounds 4. Practical experience of using relational databases
Skills and knowledge	1. Strong administration and organisation skills 2. Excellent standard of written and spoken English 3. Strong IT skills, including email, internet, Microsoft Word and Excel packages (intermediate-advanced user) 4. Excellent attention to detail and high levels of accuracy 5. A proven ability to prioritise successfully, manage competing deadlines and to remain calm under pressure 6. Able to produce concise and focussed written work, with an appreciation of the need to tailor the tone and content according to the audience 7. Excellent interpersonal skills, including the ability to work with a wide range of people and as part of a team 8. Confident and polite telephone manner 9. Professional email manner	1. Experience of using DARS 2. Experience of using InDesign 3. Experience of using EventBrite 4. 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	