Fundraising Manager  
Job Description

Reports to: Head of Fundraising  
Hours of Work: Full time hours are 36.25 hrs per week (to be worked between 9am-5.15pm)  
Remuneration: In the region of £34,000 FTE per annum

Primary Responsibility  
The Fundraising Manager is responsible for: securing mid-level gifts (£5 – 50K) through the face-to-face solicitation of College alumni and friends; raising funds through management of the regular giving programme; and working with the Development Manager to steward donors.

The success of the Alumni and Development Office (ADO) depends on the flexibility and ethos of its staff. The Fundraising Manager should, at times, be prepared to engage in other Office activities of importance to the team and to the College.

Main Duties and Responsibilities:

- Securing four and five figure gifts through face-to-face cultivation and solicitation of College alumni and friends.
- In conjunction with face-to-face/zoom fundraising meetings working on securing new legacy pledges and strengthen relationships with existing legators.
- To manage and further develop the College’s regular giving programme, with the aim of improving both alumni participation and overall philanthropic revenue in conjunction with the Development Manager and supported by the Development Officer. This includes managing College telephone campaigns, annual giving days, direct mail appeals and e-appeals, as well as overseeing administration of the College’s Annual Fund, with the support of the Development Officer.
- Working with the Head of Fundraising and others in the team on the ongoing stewardship of donors.
- Providing financial reporting for the Annual Fund and regular giving programme.
- Representing the Alumni and Development Office within College, and representing the College at external events.
- Organising the annual gathering of student representatives from the MCR and JCR to raise awareness of the work of the Alumni and Development Office amongst the current students, and promoting student involvement in ADO work where appropriate.
- Managing the Colleges Fundraising relationship with Cambridge in America to ensure that this revenue source is maximised

This is not an exhaustive list of duties and the post-holder may be required to undertake different tasks and other related duties, commensurate with the post, as required.
Person Specification

Qualifications
• Educated to degree level or equivalent.

Skills and Experience
• Successful track record in managing regular giving programmes and telephone fundraising campaigns ideally gained within a Higher Education context.
• Previous experience working within an Oxford or Cambridge Development Office.
• Competence with MS Office suite and relational databases.
• Experience of the Raiser’s Edge.
• Strong written communication and numeracy skills.

Attributes
• Strong intellectual capacity with keen attention to detail.
• Able to think creatively, with a positive approach to problem solving.
• Able to form positive relationships with alumni, students, staff and others who have a stake or interest in the College.
• Able to work on their own initiative and as a part of a small team.
• Possess patience, tact and political sensitivity needed to manage relationships within College and with its external supporters.