



## ***The* OXFORD UNION SOCIETY**

### **Development Officer**

Full Time (40 hours per week, including meal breaks)

Salary £30,000 - £35,000

**Closing date Mon 8th August 2022**

**Interviews Mon 15<sup>th</sup> August 2022**

The Oxford Union Society is an internationally renowned institution that, in addition to the opportunities it offers its members to develop and practise their own debating skills, its provision of an outstanding library, and a wide range of club and social activities, regularly hosts at its debates and speaker events some of the most influential people of our time, including Heads of State and Government and Royalty. For many students, the Union is a central part of their Oxford experience and our alumni reflect this.

The Union is entering a period of growth and renewal as we look forward to celebrating our Bicentenary in 2023. The holder of the newly created Development Officer post will build on and professionalise the sterling work undertaken by our Student Development Officer. They will be responsible for membership, alumni relations and developing fundraising plans. The Development Officer will be a key player in developing and implementing a communications and fundraising strategy, engaging our members and alumni to develop a fundraising base. This role requires diplomacy, commercial acumen, enthusiasm and the ability to develop and manage a narrative that resonates with our members and supporters. This exciting role will provide unique experiences that shape your future as well as ours.

For further details, including application details, please see below. Applications are particularly encouraged from women, ethnic minorities, disabled and other groups with a protected characteristic who are currently under-represented on the Union's staff.

## **The Post**

This is a new post which offers the successful applicant an exciting opportunity to shape and own the position and play a key role in ensuring the Union's future. Working closely with the Bursar and the Society's student officers, the successful applicant will be expected to maintain and develop the Union's relations with its currently active members, and to encourage the re-engagement of other members in order to develop a new revenue stream.

The Development Officer will be passionate about the Union and how we can best engage our life members to secure and support its future. Strong interpersonal skills and being a precise and effective communicator to build long term relationships will be essential to this role. The successful applicant will have the ability to converse confidently and freely with people from every walk of life, promoting the Union message and brand. A keen eye for detail, ruthless efficiency and organisation skills are required to maintain and grow our membership database, leveraging our relationships to achieve our development aims and objectives.

## **Main Duties**

The main duties of this post are to:

### **1. Membership**

- a. Own and develop as appropriate our membership database, responsible for everything from new joiners to data-mining and management, ensuring we have a current and efficient system as a basis for relationship building and management;
- b. Build relations with the current active membership to ensure awareness of alumni/ life membership and development activity;
- c. Develop and cultivate relationships with alumni/ life members with the objective of developing a fundraising revenue stream by year two;
- d. Plan and deliver alumni/ life membership events to deliver growth and support fundraising initiatives.

### **2. Marketing and Communications**

- a. Develop and deliver an effective marketing and communications strategy and plan, drafting regular newsletters, targeting key relevant personas and co-managing the Union's social media channels with the Digital & AV Manager;
- b. Establish and maintain liaison between the members, alumni/ life members and other corporate and individual supporters of the Union, delivering an engaging and consistent narrative to generate interest and support;
- c. Act as custodian of the Union's brand, managing the website, brand guidelines, print material and co-owning the social media channels with the Digital & AV Manager.

### **3. Fundraising**

- a. In conjunction with the Bursar, develop an inaugural fundraising strategy and plan;
- b. Manage stakeholders and develop individual relationships with donors, ensuring they are appraised of the Union's plans and objectives and how they may help realise them;
- c. Work closely with our US fundraising entity to manage and facilitate donations, managing regular giving and undertake due diligence checks on potential donors.

#### **4. Other tasks**

Undertake other tasks as may reasonably be required, in consultation with the Bursar.

#### **Person Specification**

Essential:

1. Graduate or equivalent education
2. Previous fundraising experience
3. Excellent communication and interpersonal skills, with vision and creativity
4. Strong IT literacy with demonstrable experience of managing membership databases and CRM tools
5. Organised and efficient
6. Comfortable working in complex multi-stakeholder situations and influencing outcomes
7. Financially literate and comfortable with drafting budgets and business plans
8. A competent self-starter able to take the initiative and act autonomously within the framework of a team. Must be willing to roll your sleeves up and enjoy participating in the full range of activity at the Union
9. Be an effective ambassador for the Union with the confidence and gravitas to liaise with high profile individuals

Desirable:

1. Fundraising experience in a higher education or membership-based institution or body
2. Advisory experience to board level
3. Experience of building and maintaining an extensive network of stakeholders

Please note this role is located in Grade II\* and II listed buildings. The buildings are currently only accessible via stepped access and although we will seek to make accommodations wherever possible, good physical mobility is required.

#### **Conditions of Employment**

This post is full-time (40 hours per week, including lunch breaks) and subject to a probationary period where your suitability will be assessed further. A degree of flexibility is required and can be accommodated by mutual consent to cover deliveries, contractors and personal life. The Union is generally closed for two weeks at Christmas, a week at Easter and two weeks in the Summer. In addition the post holder will have 10 days' elective holiday entitlement, totalling 30 days plus 8 bank holidays. These elective days must be taken during the University vacation period and by arrangement with the Bursar. You will also be automatically enrolled in our contributory pension scheme and entitled to free lunch (to a fixed value) during University term time when the kitchen is open.

#### **Applications**

Applications consisting of CV with covering letter and the names of two referees, whom we may contact in the event that you are shortlisted, should be emailed to [careers@oxford-union.org](mailto:careers@oxford-union.org) with the subject 'Development Officer Application'.

In accordance with its Equality Policy the Oxford Union is strongly committed to being an open, diverse, and inclusive society and to ensuring that decisions on the recruitment, selection, and any promotion of staff within the Union are consistent with this policy.

As part of that commitment to ensure that those who are employed by, or seek employment at, the Oxford Union Society are treated equally and that we treat equally all applications and avoid any discrimination involving 'protected characteristics' under the Equality Act 2010, we therefore invite all applicants for employment at the Oxford Union to complete and submit an equality monitoring form, [found here](#). This will be processed separately from your application on an anonymous basis and will not be visible to those involved in making decisions on the appointment.

Please also complete and submit the Equality Monitoring Form separately to the same address with the subject 'Development Officer, Equality Monitoring'.

The deadline for applications is Monday 8<sup>th</sup> August 2022 with interviews and written tests held on Monday 15<sup>th</sup> August 2022.