



Hertford College
UNIVERSITY OF OXFORD

Development Officer

Job Description

Job Title:	Development Officer
Hours:	37.5 hours per week
Salary:	£33,000 - £37,000 per annum
Contract Type:	Permanent
Reports to:	Head of Alumni and Donor Relations

The College

Hertford College ('the one with the bridge') is a constituent college of the University of Oxford, and a registered charity (1137527). Hertford is home to some 750 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the late thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty Fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 135 members of administrative and domestic staff coordinate and support key activities across the main site and across various other sites around Oxford. The Hertford community has over 10,000 alumni members and the Development Office is the main point of contact between Hertford and its alumni.

This is an exciting time to join Hertford following the appointment of our new Principal, Baroness Alexandra Freeman in March 2026. Right now, we are in the middle of the most significant building and renovation programme in a century on our main site and we have further ambitions to transform the college through more building projects and a continued commitment to access, student support, and sustainability.

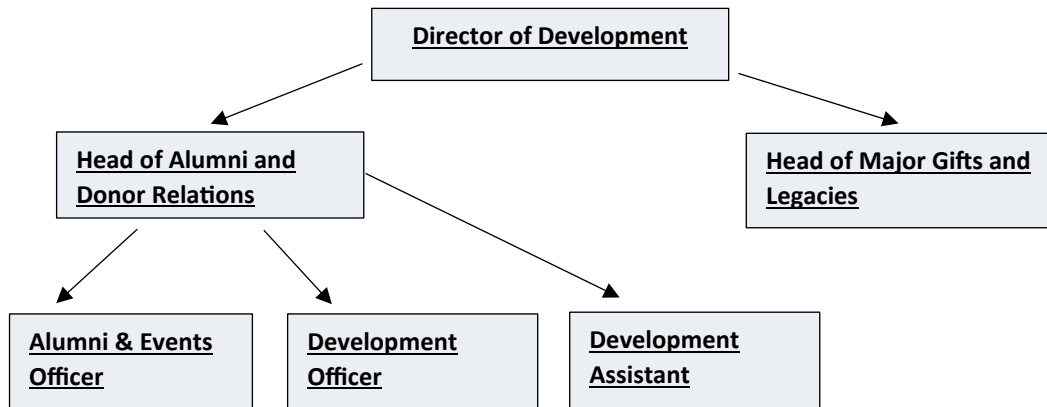
Hertford is known for its progressive social agenda and proactive approach to access. The college is a friendly and open community where staff, fellows, alumni, and students work together for the best interests of current and future students. In the 1960s one of Hertford's academics, Neil Tanner, pioneered access across the university by encouraging applications from state and maintained schools in the north of England, attracting young people from non-traditional backgrounds to study at Hertford. Today we consistently offer amongst the highest number of places to state school students and those facing educational or socio-economic disadvantage.

Further information about the college is available at <http://www.hertford.ox.ac.uk>.

Development and Alumni Programme

The Development team are close-knit, friendly, dynamic and ambitious. This is a wonderful opportunity to make a real impact as we plan a significant fundraising campaign.

There are six members of the team:



The Development team is responsible for raising funds for key transformational projects including the new library and postgraduate centre alongside undergraduate bursaries, postgraduate scholarships, and support for academic Fellowships. The team is currently planning a major new fundraising campaign, and in March 2026 the team delivered a Giving Day that raised over £615,000, setting a new record for the amount raised by any Oxford college. So far £9.1m has been raised by the College for the new library project. The College leadership are keen to build on this support and grow philanthropy at Hertford in the years ahead, and this role will play a key part. Further information is available at: www.hertford.ox.ac.uk/support-us.

Alongside the campaign, the team has plans to enhance our regular giving programme. The Development Officer will work with the Head of Alumni and Donor Relation on its creation and will lead its ongoing implementation; processing donations in partnership with colleagues in the Bursary, and ensuring all donors are kept up to date on the impact of their giving.

The Development Team is also responsible for keeping alumni of Hertford in touch with the college and each other through regular events and communications, working collaboratively with the Communications team and Events team. We have plans to enhance our engagement programme further by launching a new alumni offering in 2026. Further information on the current offering is available at: www.hertford.ox.ac.uk/alumni.

The Development team work collaboratively with many other teams across the College, including the Bursary, Events, and Communications teams.

The Role

The Development Officer is crucial in supporting Hertford's fundraising operations and relationships with our alumni and donors. They do this by managing the database, undertaking prospect research and data analysis and developing and supporting the regular giving and stewardship programme.

Hertford is currently planning a database migration, to be completed by Michaelmas term 2026. This role will support the Project Manager and work with external consultants to move donor and alumni data to the new system, and to establish best practice across the Development team when using the database.

The ideal candidate will have experience of working with large databases, and an understanding of regular giving. You will be highly organised, enthusiastic, and have strong analytical skills. You will be collaborative, innovative, and able to prioritise competing demands within a fast-paced working environment.

Main duties of the role

Database and data analysis

- Work with the Project Manager and external consultants to extract and manipulate data sets for the database migration project.
- Co-create and socialise a strategy and best practice guidelines for database use, including fundraising, gift administration and alumni information.
- Use the database to analyse giving data and patterns to help inform fundraising strategies.
- Work with the Development Assistant to ensure that the database is regularly updated and cleaned.
- Undertake data segmentation work for fundraising campaigns such as e/mailings, the college Magazine, telethons and Giving Days and support the Alumni and Events Officer with their annual events programme.

Regular giving and prospect research

- Work with the Head of Alumni and Donor Relations on the strategic design of Giving Days and telephone campaigns, and act as operational lead on their delivery. This may include creating emails, scripts and other communications materials with the support of the Development Assistant.
- Work with the Head of Alumni and Donor Relations to design new regular giving programme, and lead on its delivery. This may include creating donor communications including updates and reports with the support of the Development Assistant, developing and overseeing processes around new donors, lapsed donors and answering donor questions.
- Identify new prospects by researching alumni, HNWI, trusts and corporations by interrogating the database, external sources, and wealth profiling agencies.
- Support the due diligence process for the sign off-of major donations to the College.

Gift processing and reporting

- Act as the first point of contact for alumni enquiries related to donations.

- Manage the processing of gifts received including Gift Aid submissions and financial reconciliation, in conjunction with the Finance Bursary.
- Produce revenue and fundraising reports and analysis for the Development Director.
- Liaise with University offices in the UK and abroad.
- Work with the Development Assistant to ensure that all gifts are acknowledged appropriately and in a timely manner.
- Ensure that all donor lists and stewardship groups are accurate and up to date.
- Reconcile Development events income and provide regular reports for the Bursary.

Additional responsibilities

- Attend events and represent the college.
- Help facilitate a smooth-running development operation that interacts easily with other departments in college.
- Be an engaged and active member of the team, generating new ideas and identifying ways to improve or streamline systems.
- Any other reasonable duties associated with the Development Office.

Person Specification

Essential: The post-holder must satisfy the following criteria:

- Proven track record of managing, planning and taking responsibility for multiple projects, prioritising workload to meet deadlines with a high level of attention to detail and accuracy.
- Experience of using a fundraising or other CRM database, such as Raiser's Edge NXT or DARS, and the ability to extract and manipulate data.
- Confidence to work without supervision, take initiative and work flexibly as a member of a small team.
- Excellent interpersonal skills and the ability to communicate with internal and external contacts at all levels.
- Strong analytical skills.
- Experience with regular giving, sales or marketing.
- Flexibility in working practices (the post-holder will be required to attend evening/weekend events, for which Time Off in Lieu will be granted).
- Readiness to work within the structure and traditions of the College and the University, and a willingness to contribute to the college's unique community.
- Strong written and verbal communications skills including the ability to write a variety of fundraising and stewardship copy.
- Passion for, commitment to, and knowledge of higher education and the role of philanthropy.

Desirable: The post-holder will ideally possess:

- Experience in higher education or the wider charitable sector, working in a customer facing environment.
- Experience of maintaining effective administrative systems with the ability to identify fresh approaches to streamline processes.
- Experience of Raiser's Edge NXT.
- Experience of working within a fundraising, alumni relations, marketing or events environment.
- An interest in pursuing a career in fundraising or alumni relations.

- Experience of events organisation and/or project management.

Training: The University of Oxford offers a full programme of training and personal development via the Advancing Oxford network. Full training on the college database is provided by the University. Additional training may be offered to support you in any areas of concern.

Terms and Conditions

This is a permanent appointment, available for an immediate start.

This post is full-time, 37.5 hours per week, with ordinary hours being weekdays.

The salary will be £33,000 to £37,000 per annum depending upon experience. Hertford salary uplifts are reviewed annually and applied from 1st April. The post is eligible for membership of the OSPS pension scheme.

Benefits:

Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September.

Additional holiday days are awarded as longer services awards.

Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.

Pension: The post is eligible for membership of the OSPS, further details can be found at <https://finance.admin.ox.ac.uk/pensions>

Health and Welfare Support: Employee Assistance Programme. Free annual flu jab.

Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.

Cycle to Work Scheme / Bike Loan: Monthly deductions from salary. On site cycle repair service at discounted rates.

Sports Facilities: Access to the University Sport club.

University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website: <https://www.hertford.ox.ac.uk/and-more/vacancies>

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by **12 noon Wednesday 29th April 2026**

1. CV (maximum three sides of A4)
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form: available from www.hertford.ox.ac.uk/about/vacancies

Please note that Hertford will not accept AI generated covering letters or application content.

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college's equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place 6th May 2026. References will only be taken up for the successful candidates.

Candidates 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. Regrettably, the college is not able to sponsor applicants for a UK work visa for this post. EU/EEA & Swiss nationals must have Pre-Settled or Settled Status. Those with limited time status to work in the UK must have more than 2 years remaining from in order to be considered for this role.

The position may be discussed further with the Head of Alumni and Donor Relations, tillie.peacock@hertford.ox.ac.uk

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: <https://www.hertford.ox.ac.uk/privacy>.

Hertford College is an Equal Opportunities Employer.