



Development Associate

Position Description

August 2010

The Rhodes Scholarships, established in the will of Cecil Rhodes in 1902, are the oldest, and arguably the most prestigious, scholarships for international postgraduate study in the world. Rhodes Scholars come to the University of Oxford from 14 different constituencies around the world for their study. There have been over 7000 Scholars educated over the last 107 years. The Rhodes Scholarships are funded and administered by the Rhodes Trust in Oxford.

The Rhodes Trust seeks to recruit a Development Associate to work as part of the development team. The successful applicant will be working on data integrity, prospecting, special projects and events. The nature of this role does require the incumbent to demonstrate tact, diplomacy and enthusiasm to achieve the desired objectives of the advancement operation. The role offers great scope to learn and contribute within the Rhodes community.

Core Responsibilities:

The Development Associate will be working closely on planning and implementing donor protocols as we operationalize our advancement programs at Rhodes House. This role will be responsible for administering efficient systems and activities including recording and acknowledging donations, stewardship activity, prospect research and event support. A keen willingness to learn and take on new projects will be vital for the successful applicant.

Specific duties include:

- Database maintenance and managing new information, including prospect research
- Preparation and distribution of materials and communications for alumni, donors and friends of the Trust
- Event support for Rhodes House alumni & friends
- Administrative support as required

Reporting Relationships:

The Development Associate will be part of a small advancement operation with staff based in Oxford and the USA. This role is based at Rhodes House and reports to the Director of Advancement.

Qualifications and Skills:

- Bachelor's degree or equivalent
- Experience in educational advancement or related disciplines
- Familiarity with database systems a distinct advantage
- Positive and proactive work style
- Knowledge management skills
- Excellent attention to detail and commitment to confidentiality
- Enthusiasm and commitment with the goals of the Rhodes Scholarships
- Ambition to grow with a burgeoning team

Salary:

A competitive salary will be offered.

Start date:

A date as soon as possible will be negotiated with the successful applicant.

How to apply:

To apply, please send your CV, covering letter and contact details of at least three referees to krista.slade@rhodeshouse.ox.ac.uk

For further information about the Rhodes Trust, please visit our website: www.rhodeshouse.ox.ac.uk or telephone 01865 270954

The closing date for applications is **17 September 2010**