

Oxford University Development (North America), Inc.

Position available: Development Associate

Based in Midtown Manhattan, Oxford University Development (North America), Inc. (OUDNA) has an opening for a Development Associate who will report to the Deputy Director and support the Associate Vice Presidents and the Deputy Director. This growth position offers a unique opportunity to acquire knowledge of fundraising for a world-renowned university.

The Development Associate will provide administrative support in all areas of advancement in connection to individual, foundation and corporate giving. This position stretches across all University of Oxford academic departments.

- The Development Associate's role will include the following responsibilities:
 - Meet regularly with the Deputy Director and Associate Vice Presidents. This is an in-person position based in the Midtown office.
 - Perform accurate and standardized data entry into the Oxford fundraising database, including tracking of actions and other updating of records, with fundraiser guidance.
 - Pull data reports with the aim of supporting pipeline, pledge management, and moves management for the Deputy Director and Associate Vice Presidents, in coordination with finance employees and fundraisers.
 - Assemble monthly income forecast reports and bi-annual reports to the U.K., with fundraiser guidance. Proof assorted fundraising documents.
 - Assist with travel arrangements and logistics for domestic and international trips and set up links for Zoom/Teams meetings. Maintain itineraries for fundraiser visits across the U.S. and to Oxford, ensuring accuracy of meetings and travel details.
 - Assist the Deputy Director and Associate Vice Presidents in electronic reconciliation of monthly receipts.
 - Provide support for the office's main line and other office tasks as needed

The ideal candidate will have strong administrative and problem-solving skills, excellent written and oral communication and the ability to work independently and proactively. Candidates must be professional, well-organized, have experience with fundraising databases, and be able to balance and manage several projects simultaneously. Attention to detail, strong analytical skills and grammar, and an ability to work well under pressure are essential. An interest in fundraising and Oxford is preferred. Candidates must have a B.A./B.S. and preferably some experience working in a supporting role in a professional office. The annual salary is in the mid \$40,000's range, with excellent benefits.

If interested, please send your cover letter and resume to: Deputy Director, Sheila Barrett, at sbarrett@oxfordna.org.

No phone calls please and emails should only be sent to the address above. Thank you.

*Oxford University Development (North America), Inc. is an Equal Opportunity Employer