

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, while also working closely with all other members of the staff. The Development Associate will 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 monthly with each Associate Vice President and bi-monthly with the Deputy Director.
 - Perform accurate and standardized data entry into the Oxford fundraising database for all Divisions and Pan-University, including the tracking and updating of constituent actions.
 - Pull data reports with the aim of supporting pipeline, pledge management, and moves management for each Associate Vice President and the Deputy Director, in coordination with Finance.
 - Draft monthly income forecast reports with the Executive Director, Deputy Director and each Associate Vice President.
 - Finalize and proof assorted pre-proposals, proposals, applications and UK reports such as the bi-annual CDAR Report.
 - Research basic biographical and contact information on prospects or donors and input into templates for each Associate Vice President and the Deputy Director.
 - Assist with travel arrangements and logistics for domestic and international trips and set up links for Zoom/Teams meetings for virtual meetings for the Associate Vice Presidents and the Deputy Director.
 - Maintain itineraries for each Associate Vice President and the Deputy Director, for visits across the U.S. and to Oxford, ensuring accuracy of meetings and travel details.
 - Provide support for academics visiting the U.S. for fundraising purposes.
 - Assist each Associate Vice President, and the Deputy Director, as needed, in electronic reconciliation of monthly receipts.
 - Provide support for the office's main line.

The ideal candidate will have strong administrative and problem-solving skills, excellent written and oral communication skills 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, and the position begins in the office during early September 2021 and is not virtual.

If interested, please contact: 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