



**VACANCY:**  
**Alumni & Development Intern**  
**KEBLE COLLEGE, UNIVERSITY OF OXFORD**

Full-time, fixed term (01 September 2025 to end July 2027) | c£27,016

Closes noon on Wednesday 2 July 2025

We are looking for an organized, energetic, team player to support our busy fundraising, alumni engagement, and events programmes.

This vacancy offers a great opportunity for a recent graduate keen to develop a career in alumni relations and fundraising.

Reporting to the Head of Operations and Annual Giving, and working closely with all members of the team, but particularly the Donor Relations Manager and Head of Alumni Engagement, this full-time, fixed-term role involves administrative and organisational support for Keble's fundraising initiatives and donor stewardship, events and alumni engagement activities.

The ideal candidate will be an excellent all-round communicator who is at ease with everyone from various backgrounds and seniority. They will have a keen eye on the detail, a high level of accuracy and an ability to manage multiple tasks to meet deadlines. The position requires a

courteous and personable individual. In return, the successful candidate can expect to be working as part of a supportive and friendly team.

## The College

Keble is a diverse and dynamic academic community with education and the advancement of knowledge at the heart of its mission. It is one of the largest colleges in Oxford, with over 800 students, around 50 Fellows, another 50 lecturers, and over 100 support staff and an active alumni community of over 10,000 former members. The College aims for an inclusive and welcoming environment in which ideas can be freely debated by individuals of any background with open minds who respect each other's points of view. It is a vibrant community where students excel not only academically, but also in music, drama and sport.

The Alumni and Development Office delivers a varied programme of events in Oxford and in London and branches out to other major hubs in the UK, Europe, the US and Asia to engage support for the College and to interact with the diverse and global Keble alumni community. The office also runs a highly successful donor stewardship programme for benefactors and for those choosing to make a bequest to Keble in their will. The College seeks to build on recent success and focus donor engagement with the core academic objectives of teaching and research. Funding for fellowships and early career lectureships, increasing our access and outreach initiatives, and enhancing the provision for undergraduate bursaries and graduate scholarships will be central as the College moves forward.

## The Role

This internship is an exciting opportunity for a motivated and organised individual to gain valuable experience in fundraising, alumni engagement, and event management within the Higher Education sector. Based in the Alumni & Development Office, the intern will play a key supporting role in delivering Keble College's development and alumni relations activities. You'll be part of a small and friendly team under the leadership of the Director of Development, including the following members:

- Deputy Development Director (currently on maternity leave) / temporary Senior Development Executive
- Head of Operations and Annual Giving
- Donor Relations Manager
- Head of Alumni Engagement
- Young Alumni Engagement Manager
- Executive Assistant to the Development Director (currently on maternity leave)
- Communications Manager
- Digital Communications Officer

A full job description may be viewed on the vacancies section on our website [www.keble.ox.ac.uk/vacancies](http://www.keble.ox.ac.uk/vacancies). To be considered for the role, please apply by submitting a covering letter (no longer than one page) together with your CV (no longer than 2 pages) stating how your experience and skills match those stated in the person specification to [hr@keble.ox.ac.uk](mailto:hr@keble.ox.ac.uk).

Applicants must be able to provide evidence of right to work and remain in the UK for the

duration of this post, subject to the provision of original documentation. Unfortunately, we are not in a position to provide sponsorship for this post.

Closing date 2 July 2025. Interviews held w/c 07 July.

The College is an equal opportunities employer