

Job Description



Summary

Job title	Head of Development – Ashmolean Museum
Division	University Administration and Services (UAS)
Department	Development and Alumni Engagement (DAE)
Location	Ashmolean Museum, and University Offices, Wellington Square, Oxford OX1 2JD With possible options for hybrid working.
Grade and salary	Grade 10: £65,336 - £75,439 per annum with possible extension to £82,225 including an Oxford University Weighting of £1,730 per year (pro rata).
Hours	Full time
Contract type	Permanent
Reporting to	Senior Head of Development – GLAM
Vacancy reference	186180
Additional information	<p>Applications are welcome and encouraged from all sectors of the community and we are especially keen to encourage candidates from under-represented groups to apply. Development and Alumni Engagement is committed to equality, and values diversity.</p> <p>We support a range of flexible working arrangements, including when and where you work. The responsibilities of this post mean that you will need to work on-site regularly. We would be happy to discuss this with you at any point in the application process.</p> <p>While this is a full-time post, we welcome applications from candidates who wish to work part-time (minimum 30 hours/0.8 FTE).</p>

The role

This is an opportunity to join DAE and the Ashmolean Museum in order to make a significant contribution in support of the mission of one of the world's leading university museums.

Reporting to the Senior Head of Development – GLAM, the Head of Development – Ashmolean Museum is an experienced fundraising professional who will work closely with the Ashmolean Museum's Director and Chair of its Board of Visitors, and who will sit on the Museum's senior management team. Working with colleagues across the Museum, they will lead the Museum's development activity, identifying opportunities and devising appropriate strategies to maximise philanthropic support.

The post holder will primarily be focused on:

- Leading the development activities and strategies of the Ashmolean Museum



- (With senior staff) assessing and agreeing development objectives for the Ashmolean Museum
- Devising and implementing effective strategies to support those objectives
- Managing their own portfolio of major gift prospects, typically with 6-7 figure gift capacity
- Providing bespoke stewardship programmes for existing donors
- Leadership and Management of the Ashmolean Museum Development team
- Supporting and guiding the development activity of the Ashmolean Board of Visitors, liaising with its Chair
- Contributing as a senior manager within DAE and supporting the wider efforts of DAE and the overall GLAM development team

Key requirements for this post include:

- An understanding/experience of working within a museum or heritage sector organisation
- Major gift fundraising experience
- Knowledge of motivations for donors to give to cultural institutions
- The ability to plan strategically
- The ability to identify and work with professional and academic colleagues to cultivate and solicit philanthropic gifts
- The ability to manage and support a team
- The ability to engage supporters in an ongoing way
- Excellent social skills and cultural understanding

The Ashmolean Museum development team is part of Development and Alumni Engagement (DAE), and is primarily based at offices in the Ashmolean Museum in central Oxford. The Ashmolean Museum development team is part of the Gardens, Libraries and Museums (GLAM) development team and some team members have responsibilities to other institutions in GLAM.

As an experienced fundraiser, the Head of Development - Ashmolean will have knowledge and experience of building pipelines, articulating cases for support, developing cultivation and solicitation strategies for major donors, working independently, and navigating institutional complexity. Once fully established in post (after one year), the Head of Development will typically raise in excess of £3 million per annum, and is responsible for developing a robust pipeline of around 100 donors and potential donors that supports multiple solicitations each year. The Head of Development has responsibility for balancing internal and external relationship-building, conducting a minimum average of 8 external meetings per month. The post holder may need to collaborate with a range of senior staff.

The Head of Development - Ashmolean will collaborate with colleagues across DAE and the university, including the Executive Director of Development and the Chief Development and Alumni Engagement Officer; the Major Giving teams; the international offices; the Principal Giving team; Alumni Engagement; and Oxford's college-based development teams. In addition, the post holder will work closely with DAE's Advancement Operations teams.

DAE and the Ashmolean are committed to the professional development of their staff. There is a comprehensive induction process, and access to external training as needed. The Major Giving portfolio provides monthly peer-led training sessions and biannual Away Days, while DAE and Oxford's colleges have a collaborative programme of training and networking events, Advancing Oxford.

Selection criteria

Essential selection criteria

Experience and knowledge

- A proven track record in major gift fundraising, ideally within a cultural organisation, and direct involvement in securing major gifts; also, a strong natural drive towards getting out into the field and a demonstrable ability to ask successfully for significant gifts
- An interest in museums and Higher Education and in particular an understanding of the mission of the Ashmolean Museum, as well as the goals of GLAM and the University of Oxford

- A high level of literary and communication skills
- Leadership and management experience
- Excellent social skills and cultural understanding

Skills and abilities

- The ability to manage a team and to ensure its consistent performance, as well as to work as part of a wider professional team and to contribute to the development of fundraising for Oxford as a whole
- The ability to develop and maintain donor interest in the Ashmolean Museum and the University of Oxford
- The ability to identify new prospects for the Museum, to develop projects to align with their interests, and the ability to close six- and seven-figure gifts
- The ability to demonstrate resourcefulness in situations where it may not be possible to get input and advice from more senior colleagues
- The ability to represent the Ashmolean Museum and the University among a range of external constituencies
- The interpersonal communication skills to work with a wide range of professional and academic colleagues in the cultivation of prospects and the solicitation of major gifts
- The ability to think strategically, be highly opportunistic and to take initiatives on their own when the situation demands it

Attitudes

- A strong understanding and passion for university museums and their contribution to academia and society more widely. An understanding of cultural sensitivities in the cultural sector relating to collections
- A combination of the personal sensitivity, creativity and tact that is needed when working with senior curators and museum staff, development colleagues and prospective major donors to the University
- High level of self-motivation, tenacity, drive and imagination
- Willingness to work out of regular hours and to travel in order to engage effectively with donors and potential donors to the Museum and collegiate University.
- A commitment to demonstrating respect, courtesy and consideration within interactions with members of the University community.
- A commitment to ensuring DAE provides a positive, supportive and inclusive environment for all.

Desirable selection criteria

- An excellent general level of education, including a degree or equivalent

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

Development and Alumni Engagement (DAE)

DAE is led by Liesl Elder who, as Chief Development and Alumni Engagement Officer at the University of Oxford, reports directly to the Vice-Chancellor. DAE's mission is to help secure philanthropic support for the University, and build an engaged, informed and active alumni community. Through working in partnership with academic, development, and alumni colleagues throughout the collegiate University, DAE builds enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and increases financial support for agreed academic priorities.

The office is one of the central administrative departments of the University, collectively known as University Administration and Services. Due to the nature of its work, DAE collaborates closely with a number of other units and teams, particularly Public Affairs, Finance, Research and Legal.

The University recently launched its *Oxford Excellence* campaign, which seeks to address a number of key challenges, with a goal of £4 billion. This follows the *Oxford Thinking Campaign*, which closed in 2019 with £3.34bn raised, making it the most successful higher education fundraising campaign ever undertaken outside North America.

The Major Giving portfolio is led by the Executive Director of Development, and comprises eight teams: Foundations and Corporations; Gardens, Libraries and Museums; Humanities; Legacies; Mathematical, Physical & Life Sciences; Medical Sciences; Social Sciences; and Student Support & Sport.

For further information please visit: [Development Office \(ox.ac.uk\)](https://development.office.ox.ac.uk) and [HOME | Oxford Alumni](https://home.ox.ac.uk/alumni)

DAE is committed to equality and values diversity. The University holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Development and Alumni Engagement values

The following points lay down the foundations of DAE's working ethos, culture and values. Aspirational and celebratory in turn, they provide a central framework for individual members of staff and teams, encouraging personal and professional growth.

- **We value each other** – We respect the professional expertise of our colleagues. An approachable, friendly and kind office, we work in an environment where transparency of action and clarity of intent create openness and trust.
- **We work collaboratively** – Whether within our own teams, across DAE, the collegiate University, or beyond, working collaboratively is second nature to us, and enables us to navigate complicated landscapes successfully.

- **We go beyond** – We prize working with a high degree of autonomy and trust, and deliver a wide range of projects to the very highest standards. We are committed to personal, professional development.
- **We are part of something bigger** – Our work supports the strategic priorities of the University of Oxford. We take pride in the contribution we – individually and collectively – make to the University.

The Ashmolean Museum

WHO WE ARE

Open since 1683, we are the University of Oxford's world-class museum of art and archaeology. Situated in the heart of the city we are an iconic cultural destination open to everyone every day.

OUR VISION

Our Vision is to explore what it is to be human, and contribute to a world of greater empathy and understanding

OUR MISSION

Our Mission is to preserve and share our collections and knowledge to promote research, learning and enjoyment

OUR STRATEGY

Our Strategy over the next five years seeks to transform access to, engagement with and understanding of our collections while ensuring a sustainable future

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
- Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly [recruitment@dae.ox.ac.uk].

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for [sustainable travel](#) and other discounts. Staff can also access a huge range of personal and professional development

opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See [Life in Oxford | Oxford University Jobs](#)

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.