

## Job Description

### Summary

<b>Job title</b>	Development Executive – Medical Sciences
<b>Division</b>	University Administration and Services (UAS)
<b>Department</b>	Development and Alumni Engagement (DAE)
<b>Location</b>	University Offices, Wellington Square, Oxford OX1 2JD With possible options for hybrid working.
<b>Grade and salary</b>	Grade 7: £39,424 – 47,779 per annum with possible extension to £51,983 including an Oxford University Weighting of £1,730 per year (pro rata).
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Deputy Head of Development – Medical Sciences
<b>Vacancy reference</b>	186703
<b>Additional information</b>	<p>Applications are welcome and encouraged from all sectors of the community and 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>Whilst 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

The University of Oxford is founded on the quality of its teaching, scholarship and service to society. It is working harder and faster than ever to create new knowledge and find answers to global problems, helping to make a more equitable society and educate the next generation of leaders.

Philanthropy plays a critical role in enabling Oxford to maintain and build on its status as a world-class centre of learning. The University of Oxford has been successful in raising donations from a broad, international range of donors, including alumni, non-alumni, foundations and trusts, and corporations. Major and principal gifts have played a significant part in our success with the *Oxford Thinking* Campaign and these gifts have made a number of important projects possible.



Key relationships: Members of the Development and Alumni Engagement team, Public Affairs teams; Development, Alumni and External Relations staff in academic departments.

Purpose: To meet the objectives outlined below and other key strategic priorities as identified by the University.

The post holder will be able to use the support services provided (accounting, database, communications, stewardship and research). The post holder will be based in central Oxford, but they may be able to agree a pattern of regular remote working with their line manager.

The line manager will regularly review progress. There may be opportunities for career development within the office structure. DAE seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible, as well as a comprehensive induction process.

DAE's work covers a wide range of activities and priorities which will inevitably change from day to day. All staff operate as a team, and, while each has their own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the University as a whole and especially with the numerous academic staff and volunteers.

## Flexible working

When working in Oxford, the post holder will be based in the Development and Alumni Engagement Offices and expected to work across various Medical Sciences sites including those in South Parks Road, the John Radcliffe Hospital and the Old Road Campus.

## Responsibilities

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be versatile and adaptable, and able to contribute to the development of the fundraising and alumni engagement functions of the collegiate University.

- To develop cultivation and solicitation strategies for the University's donors in support of its academic priorities and to enhance development efforts
- To implement solicitation strategies to secure gift support at the 5- and 6-figure level. The post holder will be expected to encourage prospective donors to consider making a gift to the University and, when appropriate, to personally solicit donations up to £500,000, often working jointly an academic colleague and/or Development colleagues
- To identify prospective donors with whom the University will aim to develop significant philanthropic relationships and build a robust prospect pipeline. These will be drawn from several groups: high net-worth individuals (both alumni and non-alumni), the corporate sector, trusts and foundations and other bodies from whom funding may be obtained
- To achieve personal income targets of at least £500,000 annually and achieve department-wide performance expectations of approximately 8-10 prospect meetings per month
- To be responsible for formulating and implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager
- To be able to understand academically complex projects and explain and promote them to potential, non-specialist donors. This will involve articulating and publicising priority projects, as agreed by the University and the Medical Sciences Division, in both written and verbal form. This will be undertaken in close collaboration with the line manager and DAE/academic colleagues, and with senior fundraising personnel in the collegiate University both in Oxford and overseas
- To understand donors' wishes and aspirations and to identify potential links with key priority projects with the aim of securing a major gift
- As appropriate, to identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation

- To optimise philanthropic support for the collegiate University and to adhere to best practice in prospect cultivation, solicitation and stewardship. This will involve collaboration with college-based and other development staff in line with agreed principles and protocols
- To ensure that a current and accurate record of all development strategy and activity for which the post holder is responsible, be maintained on DARS, the collegiate University's database
- To ensure all gifts comply with the University's standards on ethics and scrutiny and other relevant University policies
- To foster a positive understanding of the benefits and importance of philanthropy amongst Oxford's stakeholders
- To report regularly, against specified criteria, on development activity such as numbers of potential donors and donor meetings
- To carry out such other functions as from time to time the Head/Deputy Head of Development – Medical Sciences or other senior colleagues may require, commensurate with the level of this position

You will also carry out any other duties which are requested by the line manager and are commensurate with the grade of this post.

## Selection criteria

### Essential selection criteria

#### **To be assessed by CV/application**

##### *Experience and knowledge*

- Prior fundraising experience and direct involvement in securing major gifts
- Evidence of leading or contributing to a major relationship to achieve successful fundraising
- General knowledge of the medical sciences relevant to the role and the ability to speak and write about them with fluency and authority

##### *Skills and abilities*

- The ability to establish credibility, confidence and robust relationships with existing and prospective donors and key stakeholders
- An ability to think both strategically and tactically about the relations between potential donors and fundraising goals
- An ability to provide specialist expertise in the area of major gift giving, and to develop a long-term strategy for the solicitation of major gifts
- Excellent communication skills
- An ability to ask for, or arrange for others to ask for, significant gifts
- The ability to promote interest amongst prospective donors in the Medical Sciences and Oxford as a whole
- Good social skills and cultural understanding, and a high level of literary and communication skills. The ability to converse effectively and convincingly with a range of people, including major donors, academics and senior officers, and to represent the University at senior levels

##### *Attitudes*

- An interest in medical sciences
- An interest in higher education and in particular an understanding of the University of Oxford, and its goals in teaching and research
- Demonstrable ability to show highly nuanced sensitive and good judgement when working with key internal and external stakeholders

## **To be assessed in interview/exercise**

### *Experience and knowledge*

- Prior fundraising experience and direct involvement in securing major gifts
- Evidence of leading or contributing to a major relationship to achieve successful fundraising
- General knowledge of the medical sciences relevant to the role and the ability to speak and write about them with fluency and authority

### *Skills and abilities*

- Ability to thrive and work well under pressure whilst remaining aware of detail
- An ability to act independently and decisively when the situation demands it
- The ability to identify and work with professional and academic colleagues in the cultivation of prospects and in the solicitation of major gifts

### *Attitudes*

- An interest in medical and scientific issues
- The personal sensitivity, maturity of approach and determination that is needed when working with senior academics and prospective major donors to the University
- A willingness to work out of regular hours and to travel when required
- The candidate must work well in a team
- The ability to be a self-starter, creative and opportunistic
- 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*

- Education and/or expertise in a scientific discipline
- An excellent general level of education to degree level or equivalent or equivalent professional experience.

## 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.

In addition to front-line fundraising and alumni engagement staff, DAE has a number of teams that cover particular support functions. These include:

- Donor Relations
- Events
- Research
- Development and Alumni Relations Systems (DARS) (which supports the Development and Alumni Relations database)
- Philanthropy Writing
- Marketing and Communications

It also works closely with Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. In addition, there are overseas offices whose remit includes development and alumni engagement; these offices are located in North America, Japan, and Hong Kong.

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

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.

## Medical Sciences at Oxford

Oxford is one of the world's leading biomedical universities recognised for its outstanding quality and depth across the medical research spectrum - from genes to molecules, to big data and populations. With the honour of 12 Nobel Laureates over its long and distinguished history, the Division is consistently at the forefront of innovative and lifesaving science.

The extraordinary depth and breadth of medical skills at Oxford is devoted to identifying the causes of disease, improving diagnosis and developing effective treatment and prevention. The Division is particularly interested in the "big" diseases where millions of lives can be saved – cancer, and infectious diseases such as malaria and pandemic preparedness. It also has world-leading research programmes in cardiovascular diseases, musculoskeletal disorders such as arthritis and osteoporosis and neurological disorders such as Alzheimer's and Parkinson's.

Medical education and training runs hand in hand with research – not only training students who will go on to be clinicians but, equally importantly, teachers and academics. The Medical School, with its strong emphasis on the sciences that underpin medicine, trains students of the highest academic merit. For the twelfth year running, Oxford's Medical School has ranked number one in the world (Times Higher Education).

The Division comprises 16 departments, and their constituent units, institutes and centres, spread across 71 buildings in multiple sites in Oxford and includes numerous clinical research units in 40 different countries. Over 5,800 academics, researchers and administrative staff, 2300 graduate and 1800 undergraduate students together contribute to the Division's extensive and exemplary research, teaching and clinical portfolios. For further information please go to: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

The Medical Science Development Team's priorities are regularly reviewed to ensure that it is focused on supporting the Division's strategic objectives. Development activities include increasing the Division's endowment for new and existing Professorial Chairs so that Oxford can continue to recruit and retain the world's very best academics. In

addition, significant funding is needed for graduate scholarships and other academic posts. The current thematic priority areas for fundraising include Global Health, Brain Health, Heart Health, Paediatrics, Rare Disease and Cancer.

## 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.

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## 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.

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## 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).

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## 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 [recruitment@dae.ox.ac.uk](mailto:recruitment@dae.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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](http://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](http://www.newcomers.ox.ac.uk).