

Job Description

Summary

Job title	Development Officer – Gardens, Libraries & Museums (GLAM)
Division	University Administration and Services (UAS)
Department	Development and Alumni Engagement (DAE)
Location	University Offices, Wellington Square, Oxford OX1 2JD, and central GLAM offices, Oxford With possible options for hybrid working.
Grade and salary	Grade 6: annual progression from £35,681 - £41,636 per annum, with a possible extension to £45,212, including an Oxford University Weighting of £1,730
Hours	Full time
Contract type	Permanent
Reporting to	Head of Development – Bodleian Libraries
Vacancy reference	187493
Additional information	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. 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. Whilst this is a full-time post, we welcome applications from candidates who wish to work part-time (minimum 30 hours/0.8 FTE). Subject to HMRC guidelines and the availability of funding, a relocation allowance may be offered

The role

Oxford is entering a defining new chapter in its philanthropic work. The Oxford Excellence campaign will support the University's ability to tackle some of the world's most complex challenges, from climate change and global resilience to health, society, community and citizenship. Through Development and Alumni Engagement (DAE), the University works with colleagues across the collegiate University to secure philanthropic and volunteering support for academic priorities, student opportunity, research excellence and work with international reach.



Key relationships:	Members of the University of Oxford Development and Alumni Engagement (DAE), members of the Gardens, Libraries and Museums Division, and other academic and administrative staff as appropriate.
Purpose:	To meet the objectives outlined below and other key strategic priorities as identified by the University.

The purpose of the role of Development Officer is to:

- Raise philanthropic income for the Bodleian Libraries by securing donations of up to £50,000 - £80,000 from a range of individuals, trusts and foundations, public funders and corporations. From time to time, you may also be required to work on gifts for other institutions in the Gardens, Libraries and Museums Division;
- provide effective stewardship for donors to the Bodleian Libraries, including coordinating the annual Founders Luncheon event in collaboration with the Event Manager and Bodleian colleagues;
- and work with the Marketing & Communications and Legacy teams to effectively engage and steward regular and legacy donations to the Bodleian, including coordination of the annual Bodley's Circle lunch in collaboration with the Event Manager and Bodleian colleagues.

The role will report to the Head of Development – Bodleian Libraries and work closely with the Bodleian development team, especially the Development Coordinator. The role sits within DAE's Gardens, Libraries and Museum (GLAM) team whose purpose is to generate philanthropic funding for strategic priorities.

The Development Officer will be responsible for the identification, cultivation, solicitation, and stewardship of potential donors to support Bodleian priorities such as the exhibitions and public engagement programme, acquisitions and digitisation. The Development Officer will also oversee an annual appeal, and support legacy giving, visitor giving, and other fundraising through case for support and major gift proposal development, as required by their line manager. They will also be responsible for the delivery of Bodley's Circle and the Bodleian Founders Luncheon in collaborations with colleagues in DAE and the Bodleian.

The Development Officer will be a skilled communicator with a strong eye for detail and a commitment to developing their career in fundraising. The post holder will have the ability to establish and maintain relationships with a broad range of stakeholders, including senior curatorial, academic and administrative staff, individual donors and foundation trustees. They will be able to communicate projects in straightforward and engaging ways; to plan and execute high-level events; and to manage multiple tasks and deadlines.

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.

Recent significant donations have brought the following projects to fruition:

- Opened in 2025, the Stephen A. Schwarzman Centre for the Humanities is the new home for humanities at Oxford, providing state-of-the-art facilities for seven faculties, the Institute for Ethics in AI, and the Oxford Internet Institute. It houses a new humanities library, as well as public-facing exhibition and performance spaces.
- The Bukhman Centre for Research Excellence in Type 1 Diabetes is bringing together experts across disciplines to drive innovative breakthroughs that can be translated into life-changing advances for patients. New posts and scholarships will help to accelerate progress towards better treatments and ultimately a cure.

- The Oxford Centre for Emerging Minds Research has been established to achieve better mental health outcomes for children, young people and families. In addition to advancing vital research, the centre will train and develop future leaders in this field.
- The new Uehiro Institute has replaced the Oxford Uehiro Centre for Practical Ethics, bringing together researchers from across the disciplines to answer ethical questions concerning some of the biggest challenges of our time including around pandemics, climate change, poverty, migration and rapid development in bio-, neuro- and information technology.
- Reuben College is Oxford's newest college, bringing graduate students and academics from traditionally different disciplines together to work on global challenges including artificial intelligence and machine learning; environmental change; ethics and values; and cellular life.

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.

The main duties of this post will be as follows:

Fundraising

- Working under the direction of the Head of Development – Bodleian Libraries, you will be responsible for managing a portfolio of prospective donors who have the capacity to make gifts up to £50,000 - £80,000 to support strategic priorities at the Bodleian and across the Gardens, Libraries and Museums. These may relate to a variety of areas (for example, exhibitions and public engagement, digitisation and acquisition projects) and will require different levels of support within specific timeframes. Prospects will be drawn from a variety of sources with a particular focus on charitable trusts and foundations and individual donors.
- You will be responsible for overseeing the annual appeal, working collaboratively with the Marketing & Communications team to create a concept for each appeal and drafting creative copy.
- You will act as a first point of contact for legacy enquiries, and work closely with the University's Legacies and Projects Officer to increase legacy giving to the Bodleian.
- You will have an annual income target of £250,000 and a target of 5 donor meetings per month (50 per year). Where appropriate you will be responsible for personally soliciting support.

Stewardship and Events

- Working with other members of the team you will help to maintain a comprehensive stewardship strategy for donors and high-level volunteers to the Bodleian.
- You will work with colleagues in the DAE Events team and Bodleian staff to deliver the annual Founders Luncheon and Bodley's Circle lunch.

Management of Records

- You will ensure that a current and accurate record of all development strategy and activity for which you are responsible is maintained on the Development and Alumni Engagement database (DARS) and ensure that the Head of Development – Bodleian Libraries is fully briefed on portfolio activity and developments.

Related responsibilities

- In addition to managing your project and prospect portfolio you will also be expected to assist with the production of materials for donors and prospects for senior staff, for example through the production of stewardship reports and cases for support. This will require liaising with academic and curatorial colleagues to obtain information, before then producing material that explains academically complex projects in appropriate language for prospective non-specialist donors.

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 application/cv

Experience and knowledge

- A good general level of education.
- Fundraising or Alumni Relations and/or marketing experience and the capability of representing the University.
- A demonstrable interest in the cultural sector and our collections' role in the University, understanding of the University of Oxford, and its goals in teaching, research and engagement with the wider community.
- Confident use of the Microsoft™ Office toolset and IT applications including CRM systems.

Skills and abilities

- An ability to think both strategically and tactically about the relations between potential donors and fund-raising goals.
- Excellent communication skills, both written and verbal; the ability to be highly creative in producing materials and to understand how to articulate projects for prospective and existing donors.
- The ability to manage and develop relationships with volunteers, donors and prospective donors; good listening skills are essential.
- The ability to manage a range of different activities and prioritise appropriately.

Attitudes

- Keen to pursue a career in fundraising.
- Willing to work as part of a team to deliver a range of activities to support our fundraising objectives.

To be assessed by interview/exercise

Experience and knowledge

- A demonstrable interest in the cultural sector and our collections' role in the University. Understanding of the University of Oxford, and its goals in teaching, research and engagement with the wider community.
- Experience in fundraising in a complex organisation in the cultural or education sector.
- Experience in running events, marketing campaigns or other external facing activities.

Skills and abilities

- An ability to think both strategically and tactically about the relations between potential donors and fund-raising goals.
- An ability to problem solve, and act independently and decisively when the situation demands it.
- Attention to detail and a meticulous, analytical approach to work.

- Confidence, and the ability to work with professional and academic colleagues in the cultivation of prospects and in the solicitation of gifts, and to demonstrate the ability to personally ask for gifts where appropriate.
- Excellent communication skills, both written and verbal; the ability to be highly creative in producing materials and to understand how to articulate projects for prospective and existing donors.
- The ability to manage and prioritise a diverse workload, to meet deadlines, and to work calmly under pressure.

Attitudes

- The candidate must be adaptable, prepared to work out of regular hours and to travel.

Desirable selection criteria

- Experience of using the Development and Alumni Relations Database (DARS) or other prospect management tools or fundraising databases.
- Experience of desktop design/publishing software.

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: [The Oxford Excellence campaign | Oxford University](#) and [HOME | Oxford 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 Bodleian Libraries

The Bodleian Libraries are one of Oxford's defining scholarly assets: the Bodleian Library first opened to scholars in 1602, building on an earlier 15th-century university library, and has grown into a network of 23 libraries serving Oxford's staff, students and other readers. Today, the libraries hold more than 14 million items, including over 1 million special collections items, and combine the functions of research infrastructure, cultural institution and public gateway to Oxford's collections.

Philanthropy has been central to the Bodleian's ability to renew this historic mission. The Weston Library, reopened to the public in 2015, transformed the former New Bodleian into a 21st-century centre for special collections research, exhibitions, events and public engagement combining state-of-the-art facilities for researchers with accessible spaces for visitors. The Bodleian's foremost fundraising priority under the Oxford Excellence campaign is Future Bodleian, a programme focused on expanding digital resources and infrastructure so that the Bodleian can respond to changing forms of information creation, storage and access, including large-scale digitisation and new approaches to digital discovery.

The Bodleian Libraries sits within the Gardens, Libraries and Museums Division alongside the Ashmolean, Natural History Museum, Pitt Rivers Museum, History of Science Museum and the Botanic Gardens and Arboretum.

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 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.