

FURTHER PARTICULARS

DEPUTY DEVELOPMENT DIRECTOR

Job Title:	Deputy Development Director
Location:	Merton College, Oxford
Department:	Development & Alumni Relations Office
Contract Type:	Permanent
Hours:	Full-time (37.5 hours per week)
Responsible to:	Development Director
Salary:	£50,000 - £56,000 depending on skills and experience

Merton College

Merton College is one of the oldest Colleges in the University of Oxford. Founded in 1264, Merton marked its 750th anniversary in 2014. It is a self-governing institution and a registered charity in which the ultimate authority for all decisions rests with the Warden and Fellows who are its trustees and form the Governing Body. Merton has in the region of 600 students, comprising both undergraduates and graduates in more or less equal number. Its buildings and grounds are widely acknowledged to be among the most beautiful in Oxford. It has a strong sense of identity and is known to be a very friendly and welcoming College.

To find out more about the community at Merton College visit the website:
www.merton.ox.ac.uk

The Post

This is a senior position within the team of seven others, requiring an outstanding fundraising professional with the commitment and ability to raise significant funds for the College.

The successful candidate will be a highly motivated and well-organised individual, with exemplary interpersonal skills and with a proven track record of successful fundraising and stewardship. This is a role which looks for leadership qualities and favours someone with strong intuitive and innovative skills. The role is chiefly College-based although there will be expectations for the successful candidate to travel beyond Oxford, including occasional overseas travel. There will be an expectation to meet with donors and attend events outside of normal working hours, and so a flexible approach to working is essential.

For an outstanding major gifts fundraising professional this is a rare and exciting opportunity.

The successful candidate will act as a second Major Gifts Officer, supporting the Fellow Development Director and the Warden in this activity, as well as deputising for the Director when required. They will also support the Development Director in finessing the ongoing fundraising strategy for the College and the development of an evolving fundraising case for support.

The Deputy Director will need to show expertise in managing relationships with high-net worth individuals and will be expected to spend a significant part of their time meeting current or prospective donors in the UK, and sometimes overseas. A precise target will be agreed upon, once the post-holder is in post. The Deputy Director oversees a portfolio of prospects and is responsible for the cultivation, solicitation and stewardship of those donors/potential donors. A particular responsibility will be working with the Development Board in the United States – the Merton College Charitable Corporation (known MC3).

Key relationships

- Development Director & Fellow (line manager)
- Members of the Development team: Fundraising Officer, Alumni Relations Manager, Alumni Communications Officer, Data Insights & Operations Manager, Alumni Events Executive and Graduate Associate in Development
- Fellows, College Officers and all other College staff
- Senior alumni volunteers: Development Committee, Merton Society Council and Merton College Charitable Corporation (MC3) in the US
- Donors, alumni and friends of the College

Main duties and responsibilities

Fundraising

1. Major gifts
 - a. To build and manage relationships with a portfolio of approximately 80 to 120 high-capacity donors and prospects with an identified gift level of between £10,000 and £100,000
 - b. To agree a prospect visiting plan and personal annual fundraising target with the Development Director and to implement a programme of visits for solicitation and stewardship purposes
 - c. To secure mid-level (£10,000 to £25,000) and major (£25,000 to £100,000) gifts for the College's priority projects through face-to-face asks
 - d. To provide, in co-ordination with the Development Director, Alumni Communications Manager and Fundraising Officer, ongoing tailored communications and stewardship to individuals within the portfolio
 - e. To ensure that current and accurate records of all development activity and strategy, for which the postholder is responsible, is accurately recorded in the DARS (database) system and to ensure that the Warden, Development Director and appropriate volunteers are fully briefed on portfolio activities and strategy
 - f. To ensure that all donations secured by the postholder are in line with College policies, are dealt with in a tax efficient manner and fully comply with HMRC regulations.

2. Legacy programme
 - a. To oversee the College's legacy programme, The Founder's Society, and to work closely with the Development Director, Chairman and Vice-Chairman of the Society to increase participation and visibility of the Society.
3. Other
 - a. To work with the Warden and Development Director on the effective stewardship of all major benefactors
 - b. To create relationships with corporate sponsors where appropriate
 - c. To explore opportunities to work with charitable trusts, prepare reports and applications for trusts as necessary/appropriate
 - d. To provide input into event planning: guests lists, event formats, speeches and presentations etc.
 - e. To report regularly on fundraising activity, participation and other metrics as required in liaison with the Data Insights & Operations Manager.

Strategy, Boards and Committees

1. Strategy
 - a. To work closely with the Development Director on fundraising strategy and the formulation of the fundraising case for support
 - b. To be responsible for bespoke fundraising appeals and campaigns and to identify philanthropic opportunities that align with the College's overall development priorities.
2. Boards and Committees
 - a. To liaise with the Merton College Charitable Corporation (MC3) Development Board, primarily during the annual mailing cycle of their Annual Fund (November each year); to prepare notices and agenda papers for the Development Committee and to produce and circulate Minutes of those termly meetings.

Development Office team

1. To oversee all aspects of the day-to-day operation of the Development team in the absence of the Director and to deputise for him when necessary
2. To act as line manager to the Fundraising Officer and provide professional support and guidance
3. To provide guidance and support to other members of the Development team as required
4. To be a visible member of the Development Office among the Fellowship and to act as a point of contact for other members of the College staff.

Other

1. To take an active role in the Development Office by contributing to wider departmental plans and strategy as appropriate

2. To be available to work flexibly in order to attend events and meetings to cultivate potential donors and to steward existing supporters, as required
3. To undertake any other duties that may reasonably be requested by the Development Director appropriate to the level of the post.

Person specification: Skills, Qualifications and Experience

1. The successful candidate will have:
 - a. Previous experience and outstanding success in relationship management, preferably with individuals of high net worth
 - b. The commitment, drive and determination to set up and undertake successfully regular face-to-face meetings for fundraising purposes
 - c. A high degree of personal integrity and maturity
 - d. The ability to think strategically and tactically about the relations between potential donors and fundraising goals
 - e. The credibility to represent the College in interactions with senior and high-profile individuals
 - f. Excellent written and verbal communications skills
 - g. Excellent computer skills, including the standard Microsoft Office applications (familiarity with DARS or other database applications is highly desirable)
 - h. A keen interest in and support for the ethos and aims of Merton College
 - i. The ability to work with professional and academic colleagues in the cultivation of prospective donors and in the solicitation of gifts
 - j. The ability to manage and develop relationships with volunteers, donors and prospective donors;
2. The successful candidate must be:
 - a. Educated to degree level or equivalent
 - b. Highly motivated and target-driven
 - c. Extremely well-organised and able to work under pressure while maintaining a sharp eye for detail
 - d. Personable, well-presented and self-aware, possessing and demonstrating a professional approach to work at all times
 - e. Numerate and confident in handling financial data
 - f. A good listener
 - g. A sense of humour
 - h. Resilient
 - i. Willing to travel in the UK and overseas, and to work outside normal office hours
 - j. Able to use their own initiative and work without supervision.

Salary and benefits

The salary for full-time appointment is £50,000 to £56,000 depending on skills and experience. There is an annual 'cost-of-living' salary review, which normally takes place in summer each year. Weekly hours of work for a full-time post are 37.5 hours, normally between 8.30am and 5pm, Monday to Friday with an unpaid lunch break. However, the post holder will need to have a flexible approach to working hours in order to support some activities that are outside these times.

The appointment is subject to satisfactory completion of a six-month probationary period, during which the notice period will be four weeks on either side. After successful completion of the probationary period, the notice period will be three months on either side.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, free medical insurance (which is assessable as a taxable benefit), 30 days holiday per year (excluding bank holidays), free car parking, cycle to work and electric car schemes and loans for the purchase of seasonal travel passes. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff. Meals in College are provided free of charge when on duty.

Application Process

Those wishing to apply for this post should complete the online application at www.merton.ox.ac.uk/about-merton/vacancies **and** e mail the following documents to vacancies@merton.ox.ac.uk as a single PDF document in the named format '**Last Name First Name Application**'. Please put your **last name and 'Deputy Director of Development'** in the subject line of the e mail.

- A detailed covering letter outlining your motivation for applying and how your skills and experience equip you to undertake the role.
- A CV.

The closing date is **12 noon on Wednesday 7 August 2024:**

Candidates are encouraged to complete an Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's Single Equality Scheme which is published at www.merton.ox.ac.uk/about/college-policies.

For an informal discussion about the role before application please contact Mark Coote, Development Director & Fellow at mark.coote@merton.ox.ac.uk.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of sex, gender reassignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation.

Merton College is an equal opportunities employer
Merton College is a registered charity (1139022)