



ST CATHERINE'S COLLEGE

Development Executive

1 Main Conditions of Service

Job Title:	Development Executive
Department:	Development Office
Responsible to:	Director of Development
Reports on a day-to-day basis to:	Deputy Director of Development
Salary:	£36,024 - £44,263 (Equivalent to Oxford University Grade 7.1 – 7.8, National Spinal Point 29-36) An annual cost of living review takes place 1 August each year.
Role type:	Full time, fixed term for three years in the first instance
Hours of Work:	The seniority of the role requires some flexibility, with the postholder expected to work such hours as reasonably needed to fulfil the duties of the post. Given the nature of the role, there will be out-of-hours commitments, including evenings and weekends, as well as periods of time away from Oxford, potentially including international travel.
Leave Entitlement:	In addition to public holidays, this appointment carries with it a leave entitlement of 30 days. Normally, 5 days of the entitlement are to be taken during the College's Christmas closure period and 5 days during the Easter closure.
Appraisal:	This post is subject to the College's appraisal procedures.
Probation:	The post is subject to a six-month probationary period.

2 St Catherine's College and Context for the Role

St Catherine's College is one of the University of Oxford's over 30 colleges that accommodate both undergraduate and graduate students. Although one of the newest and largest colleges within Oxford, St Catherine's College traces its roots back to 1868, when a 'Delegacy for Unattached' students was formed. The Delegacy's mission, as stated by its first Censor, George Kitchin, was to guarantee a University where: *"the best education [would be] placed within the reach of all, rich or poor, who show themselves worthy of it"*.

This mission was achieved by allowing students the opportunity to study at Oxford without having to afford the high costs then associated with membership of a College. This was a ground-breaking moment in the history of Oxford, and constituted a revolutionary challenge to the status quo. We are

proud to be able to trace our foundation back to such an exciting movement and our ethos today continues to reflect its values.

The modern College, known informally as Catz, was established in 1962 by its founding Master, Lord Bullock (the twentieth-century historian Alan Bullock). Our buildings and grounds, located centrally, but in a tranquil setting near the University Parks, were designed by the Danish architect Arne Jacobsen and attract visitors from around the world. They are now listed as Grade I by Historic England as is the Registered Garden. The striking modern architecture, fittings and furniture reflected a move towards the open, contemporary culture that is still fundamental to our approach, but it is also a place where traditions are preserved; the College's motto is appropriately *Nova et Vetera*, 'the New and the Old'. With a student population of over 500 undergraduates and around 440 postgraduates, alongside a thriving community of visiting students, we are a diverse and vibrant College. The offices offer a congenial working environment, with a lively and friendly atmosphere.

The College endowment currently stands at just over £100 million, having roughly doubled over the past 10 years. The aim of the Development Office has been to build the endowment and to generate a regular income of £2-3 million per year, which allows the College to maintain its programme of scholarships and other forms of student support as well as enabling the tutorial teaching that makes it possible for us to offer our students a very special education. The generous donations of our alumni and friends also allow us to build the endowment, which protects the College and means we can continue to adhere to our founding values of academic excellence, openness, and inclusivity.

This is a particularly exciting time to join one of Oxford's youngest and largest Colleges as it turns its focus to building and launching an ambitious multi-million-pound capital campaign to support a transformation of the estate. The aims of the project will be to restore the original splendour of the Jacobsen design to the Grade I listed buildings, while at the same time adding modern functionality and having due regard for reducing the College's carbon footprint. As part of this project, the issues arising from the use of Reinforced Autoclaved Aerated Concrete (RAAC) will be addressed.

3. Purpose of the Post

The Development Executive will be a key member of St Catherine's College Development Team, working hand in glove with the Development Director and Deputy Director in particular. The post holder will be personally responsible for:

- identifying, cultivating, soliciting, and stewarding major donors and prospects with the capacity and propensity to make significant (£25,000 - £500k+) financial contributions to College;
- identifying the next generation of major donors, building relationships, securing five, six and, in time, seven figure gifts, and driving up philanthropic income in the medium and longer term;
- focusing on individuals, foundations, and, in some cases where relevant, corporations, with the potential to make transformative gifts.

This role has arisen at a pivotal time for St Catherine's College; we will be developing and launching a major campaign for an ambitious estates project. The Development Executive will play a pivotal role in developing, launching and closing out this landmark campaign and ensuring that the College capitalises on the momentum created to launch into its next philanthropic phase.

In addition to the new post of Development Executive, the Development Office at St Catherine's College is currently made up of six members of staff: the Director of Development, the Deputy Director of Development, the Development Officer, the Alumni Relations and Events Officer, and the Gift Administration & Data Officer. The sixth post is the Communications and Marketing Officer, whose responsibility is not restricted to the Development Office, but who has responsibility for

communication and marketing for the College as a whole. Alongside their core responsibility, all members of the team work collaboratively to ensure the overall success of the Office and of development activities generally. The Development Office has expanded in recent years as its success has grown, but there is still much to achieve.

The successful candidate will have a track record of having asked for, negotiated, and secured major gifts, alongside proven success in developing and maintaining effective donor relationships. As a senior member of the Development Team, it is an excellent role for a proven development professional, looking to broaden their fundraising experience, as well as taking that next step towards leadership.

4. Operational Duties

To succeed in this role the post holder will need to:

- Review, devise and implement fundraising strategies to increase five, six and seven figure gifts from the Catz community.
- Identify, cultivate, and manage a portfolio of approx. 75 individual prospects and existing supporters who have the capacity to make gifts of £25k plus.
- Work with stakeholders across Catz to develop and manage fundraising priorities in line with the College's strategic objectives.
- Utilise a data-driven approach to mine information available in order to identify, cultivate, solicit, and steward major alumni donors and prospects.
- Establish and maintain an understanding of the College's academic objectives and their relationship to the Development Office's targets and priorities.
- Produce high quality proposals, reports, acknowledgements, and other donor communications.
- Develop excellent relationships with major alumni donors and prospects.
- Use compelling methods of communication to build relationships with donors and negotiate effectively to achieve positive outcomes.
- Meet annual financial and non-financial targets as agreed with the Development Director and Deputy Director, and report on progress as required.
- Carry out any other duties in support of the College and Development Office as determined from time to time by the Director of Development.

5. Person Specification

Essential Qualifications, Skills, Experience and Attributes

- A track record of having asked for, negotiated and secured gifts of £10K+ from individuals and/or trusts ideally in the higher education or culture sectors.

- Education to degree level or equivalent through experience or professional qualifications.
- Experience of supporting a major fundraising strategy, using the latest techniques and tools, in accordance with legislation.
- Strong networking skills with the ability to listen, to negotiate and to influence at all levels and the ability to quickly form positive relationships in a complex environment.
- Outstanding written and oral communication skill with the ability to produce consistently high quality, imaginative and compelling written materials e.g., proposals, letters, and pitches
- Experience of working with senior level donor or volunteer development boards.
- Experience of overseeing the maintenance and enhancement of a CRM database and a knowledge of data-protection legislation.
- Professional knowledge of tax-efficient giving, including legacies and overseas (particularly US) giving.
- A commitment to the aims and ethos of St Catherine's College is necessary, and an understanding of collegiate universities is desirable.
- Highly motivated to meet financial benchmarks, produce results, and exceed expectations
- A flexible and enthusiastic approach to work.
- Strong organisational skills, able to prioritise and respond flexibly to changing and challenging circumstances

6. Equal opportunities statement

St Catherine's College welcomes diversity amongst its staff and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post.

The College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected, and where everyone is given a chance to flourish. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality, including gender, racial, and disability equality, are available from the College's website: <https://www.stcatz.ox.ac.uk/equal-opportunities/>.

7. Application details

To apply, please submit a cover letter, your CV and a concise but detailed statement that clearly addresses how your experience, skills and qualifications match the varied responsibilities of this post and the requirements as set out in the person specification. Include in your CV the names and contact details of two referees, though references will only be taken up at a later stage of the process.

Please also complete an **Application Form** and a **Recruitment Monitoring Form**, both of which **are** available on the College's website <https://www.stcatz.ox.ac.uk/category/vacancies/>. These forms can also be obtained from the Personnel Office (personnel@stcatz.ox.ac.uk).

Applications should be sent by email attachment to personnel@stcatz.ox.ac.uk.

Informal enquiries regarding this post may be made to Anna Fowler, Director of Development anna.fowler@stcatz.ox.ac.uk

8. Closing date

The closing date for the receipt of applications for this post is midnight on **Tuesday 18 June 2024**.

Applications received after the closing date will not normally be considered.