



ST CATHERINE'S COLLEGE

Development Director

1 Main Conditions of Service

Job Title:	Development Director and Fellow
Department:	Development Office
Responsible to:	The Master and the Governing Body
Reports on a day-to-day basis to:	The Master
Responsible for:	Deputy Development Director, Development Officer, three further posts (Communications & Marketing Officer, Alumni Relations & Events Officer, Gift Administration & Data Officer).
Salary:	Indicative range: £70k to £80k depending on experience. An annual cost of living review takes place 1 August each year.
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, without overtime payment. In practice this will normally mean no less than 35 hours per week, spread across the core work period 9.00 am to 5.00 pm Monday to Friday. However, 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, 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.
Other Benefits:	The appointee will be elected to a Fellowship, and, as such, will be a full member of the Senior Common Room (membership subscription payable) having rights to lunch and dine at Common Table.
Appraisal:	This post is subject to the College's appraisal procedures.
Probation:	The post is subject to a twelve-month probationary period.
Notice:	This appointment may be terminated by either side by giving one month's written notice during the first year of employment, and three month's written notice thereafter.

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. Particularly for undergraduate students, their College is where they feel they belong, and often their degree is just the beginning of a life-long relationship with the College. An Oxford education is centred around the tutorial system in which small groups of students, generally two or three, discuss their subject with a leading academic. This approach is nearly unique in the world and allows the students to be challenged and supported to develop in a way more conventional university teaching does not.

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 College is an independent self-governing institution regulated by the Charity Commission. Responsibility for the direction and the management of the affairs of the College rests with the Governing Body under the leadership of the Master (Head of the College). All members of the Governing Body are Fellows of the College and Trustees of the charity.

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 has excellent facilities including a gym with two squash courts, library and music building, all of which staff are welcome to use. Members of the College are eligible to apply for a space at the University's nurseries and we operate a season ticket loan for bus travel.

The well-established Development Office at St Catherine's College is responsible for fostering, maintaining and deepening relationships with our community of over 14,000 alumni and friends in 127 countries, as well as all aspects of College fundraising. The Development Office manages an established and highly regarded regular giving and stewardship programme supported by 25% of alumni and friends over all and organises an extensive schedule of alumni events throughout the year in Oxford, nationally and abroad. It supports Fellows in meeting up with groups of alumni when they travel internationally for academic purposes.

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.

The College's most recent ambitious estates project was the Ainsworth Graduate Centre and associated accommodation block for graduate students, which was completed in 2019.

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.

In addition to the Development Director, the Development Office at St Catherine's College is currently made up of five members of staff: the Deputy Development Director, the Development Officer, the Alumni Relations and Events Officer, and the Gift Administration & Data Officer. The fifth 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.

3. Purpose of the Post

The College seeks an outstanding individual for the role of Director of Development to lead and manage all aspects of Development across St Catherine's College. The successful applicant will have a demonstrable record of effective major-gift fundraising and relish the cultivation of alumni, parents and friends of the College and the closing of capital and income donations. The Director must provide leadership for the Development Office and take responsibility for its strategic vision to support the College's priorities as determined by the Governing Body, along with identifying, cultivating and soliciting major gift prospects with the capacity to give 6 or 7 figure gifts. This is a senior role, reflecting the importance of successful fundraising to the College's longer-term plans. Most immediately they will be responsible for the design and execution of the campaign to support the transformation of the estates, delivering on a range of short-, mid-, and long-term philanthropic goals.

The Development Director works closely with the Master, and assists her in stewarding the relationships with the College's top prospects and ensures that they have sufficient support to play an effective role in securing major gifts. The Development Director will also build strong relationships with all Officers and Fellows of the College and support them to be involved in development. They will also establish relationships with the College's students with a view to engaging them in development activity as appropriate.

The role will involve international travel, often accompanied by the Master, for the purpose of fundraising and stewardship. The successful candidate will be expected frequently to arrange meetings off site, often in London, with alumni and other friends.

The Development Director will take responsibility for organising the meetings of the Development Advisory Board whose members are: the Master, the Director of Development, the Finance Bursar, two Fellows not holding an Office in the College and four alumni. The purpose of the Development Advisory Board is to advise the Development Office on development and fundraising activities and all matters relating to the alumni of the College

The Development Director will liaise with the University Development Office and other Oxford colleges and represent the College's views within the wider collegiate university on development matters.

The Development Director will be a Fellow by Special Election and a member of the Governing Body (subject to the College's regular processes for election). As a member of the Governing Body, they will be a Trustee of the College with the duties that this entails. This will require a good understanding of the full breadth of the College's activities and good relationships with the other Fellows. The Development Director may be asked to attend committees, such as the Finance Committee or the Fabrics Committee, for agenda items that are of direct relevance to the Development Office.

4. Operational Duties

Fundraising and Stewardship

- To formulate and implement the fundraising and alumni relations strategies that enable and enhance the delivery of the College's overall strategic priorities, in particularly the major project to transform the estates.
- To design, implement and deliver a successful major gifts and legacy programme, including identifying, meeting and engaging with major donors and prospects, and closing on major gifts, including in the UK and overseas, and to develop a robust corresponding stewardship programme.
- To ensure that effective processes and resources are in place to meet the growing needs and challenges of prospect identification and management.
- To foster appropriate engagement with Development activities by all College members, including Fellows, staff and students.

Development Office Management

- To be responsible for the management of the Development Office, including staff recruitment, support and development.
- To lead the team by example, being proactive and enthusiastic in approach to Development activities and providing a clear focus and direction for staff.
- To be responsible for setting and monitoring the performance levels for staff within the office, and supporting staff in achieving the high standards of performance.

Alumni Relations and Communications

- To ensure that the activities of the Office are directed to nurturing relationships with alumni, parents, friends and other supporters of the College, including ensuring that donors are shown the impact of their donation.
- To monitor, supervise and review the design and coordination of the events programme, and to attend events as appropriate (including at weekends and in the evenings).
- To monitor and supervise the delivery of alumni communications and fundraising materials including *Cat's Eye* (termly e-newsletter), *The Year* (annual publication), an annual Financial Report, mailings, website, and social media as appropriate.

Financial

- To ensure the Development Office produces regular reports on incoming donations to Governing Body and the Finance Committee, and a detailed annual report to be submitted to the College Accountant and to ensure that the Development Office's financial records can be retrieved and audited effectively.
- To ensure that the Development Office produces lists of donors for inclusion in relevant publications, and to enable the Master to acknowledge donations as appropriate.
- To successfully manage budgets, and ensure that appropriate processes are adhered to by staff.

Database

- To ensure the effective maintenance and running of the database within the Development Office, with respect to gift administration (including coding and recognition), pledge chasing and gift renewal, financial reporting, and assessing the quality and quantity of alumni data.
- To support the maintenance of records and improve the quantity and quality of data held on constituents, thereby ensuring that records are updated in a timely manner and on a continuous basis in order that the highest quality data is available at all times for alumni relations and fundraising purposes.
- To research data and compile reports on alumni and other friends/contacts of the College as and when required, and to implement research and event organisation relating to prospective donors, including alumni, parents, friends, companies, trusts and foundations.

General

- To maintain links with the University Development Office and other relevant external bodies, where appropriate.
- To ensure that all the College's Development activities are compliant with relevant legal and regulatory requirements, including GDPR and health and safety.
- To undertake such other duties, consistent with the purpose of the role, as may be assigned from time to time by the Master.

5. Key criteria for success

During the first 12 months in post, the successful candidate will be expected to:

- Develop the strategy and goals for fundraising in general and for the estates project in particular, as agreed by the Master, Finance Bursar and Governing Body.
- Have built credible relationships with all of our major donors and identified new potential campaign prospects.
- Have orchestrated and helped implement fundraising for a credible number of major gifts.
- Have successfully extended the College's record of annual fundraising from alumni.
- Have worked with the Master and Fellows as appropriate on cultivating major gifts, and demonstrated an ability to successfully make the ask.

6. Person Specification

Essential Qualifications, Skills, Experience and Attributes

- Education to degree level or equivalent through experience or professional qualifications.
- A proven track record of successful fundraising, including major gifts, ideally within the higher education/cultural sectors.
- Experience of developing and implementing a 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 skills.
- Strong leadership skills with the ability to inspire, mentor, and lead a team.
- Experience of working with senior level donor or volunteer development boards.
- Experience of budget management.
- 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.
- A flexible and enthusiastic approach to work.

7. 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/>.

8. 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 the Master's Office, masters.office@stcatz.ox.ac.uk

9. Closing date

The closing date for the receipt of applications for this post is **Wednesday 22 November 2023**.

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

It is anticipated that interviews will be held in late November / early December