

Job Description



Summary

Job title	Development Executive – Humanities
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	Radcliffe Humanities and University Offices, Oxford - but you may be able to agree a pattern of regular remote working with your line manager.
Grade and salary	Grade 7: £36,024 - £44,263 per annum with a possible extension to £48,350 350 - with an Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Deputy Head of Development – Humanities
Vacancy reference	175415
Additional information	<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>

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.



In 2019, the University and the colleges completed the *Oxford Thinking Campaign*, which raised £3.34bn, and is the most successful higher education fundraising campaign in Europe. The University is currently planning its next major campaign and, as a member of DAE, the post holder will have a key role to play in helping realise its successful delivery.

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
- International Engagement
- Development and Alumni Relations Systems (DARS) (which supports the Development and Alumni Relations database)
- Communications
- Marketing and Insights

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 four overseas offices whose remit includes development and alumni engagement; these offices are located in North America, Japan, Hong Kong, and Switzerland.

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.

The role

Oxford is a world leader in Humanities scholarship, recognised for the outstanding quality, breadth and depth of its teaching and research carried out in a broad range of subjects, from Classics, English, Fine Art, History and Languages to Linguistics, Music, Philosophy and Theology. Oxford Humanities graduates go on to a broad range of leading roles in society, and its academics are recognised internationally as leaders in their fields. For further information, please visit <https://www.humanities.ox.ac.uk>

The Humanities divisional development team is highly effective, working collaboratively with academic colleagues across the division. This role will report to the Deputy Head of Development. The team has ambitious plans to build on success raising funding for priorities across the division, including endowment of key academic posts; supporting graduate scholarships, research, access and outreach; and a number of key capital projects.

Key relationships: Deputy Head of Development – Humanities; Head of Development – Humanities; senior academic and administrative staff; the Humanities Development team; members of the Development and Alumni Relations teams across the collegiate University; donors to Humanities.

Purpose To meet the objectives outlined below and other key strategic priorities as identified by the University. To develop and implement plans to maximise philanthropic gifts of up to £500,000 for agreed priorities within the Humanities Division. The post holder will be responsible for identifying a portfolio of prospects and managing their cultivation, solicitation and stewardship.

The post holder will be based in central Oxford at the Humanities Division offices, which are located at the Radcliffe Humanities building, with time also spent at University Offices around the corner at Wellington Square. There may be the opportunity 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 across the Division.

The post holder will be highly motivated and will possess a strong drive towards getting out in the field and developing purposeful and effective relationships with prospective benefactors. The post holder will be expected to liaise with senior academics to shape fundraising propositions and to spend the greater part of their time identifying and meeting current or prospective donors. As a core element of their activity, the post holder will be expected to work closely with other development professionals of the Collegiate University.

The post holder will manage a portfolio of approximately 100 major gifts prospects. The post holder will be responsible for the identification, cultivation, solicitation and stewardship of potential donors able to support Humanities at Oxford, typically in the range of £100,000-£500,000. The successful candidate will recognise and embrace the value of adopting a collaborative and internally transparent approach to fundraising within the collegiate University structure. The post holder will work closely with colleagues across Development and Alumni Engagement, Humanities faculties, Oxford colleges, central administration, museums and collections, and international offices to maximise gift potential from prospects who may have multiple connections and enthusiasms.

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.

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 adaptable and versatile, and able to contribute to the development of the fundraising function of the collegiate University.

The main duties of this post will be as follows:

- To play a crucial role in securing philanthropic income against the core priorities of the Humanities Division through the successful acquisition of new gifts.
- To implement solicitation strategies to secure major gift support. The post holder will be expected to encourage prospective donors to consider making a gift to the University and, when appropriate, personally to solicit a specific sum of money. This will require close consultation with the Deputy Head of Development – Humanities and will require the post holder to work effectively with academic champions.
- To identify prospective donors with whom the University will aim to develop significant philanthropic relationships. These will be drawn from several groups: high net-worth individuals (both alumni and non-alumni), the corporate sector, trusts and foundations, and other funding bodies.
- To achieve personal income targets of at least £500,000 annually and achieve department-wide performance expectations of 8 to 12 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 Humanities Division, in both written and verbal form. This will be undertaken in close collaboration with the Deputy Head of Development – Humanities, the Head of Development – Humanities, and other senior staff.
- 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 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.
- To foster a positive understanding of the benefits and importance of philanthropy amongst Oxford's stakeholders.
- To carry out such other functions as from time to time the Deputy Head of Development – Humanities or the Head of Development – Humanities may require, commensurate with the level of this position.

Selection criteria

Essential selection criteria

To be assessed by application/cv

Experience and knowledge

- Proven fundraising experience and direct involvement in soliciting and securing 5 to 6-figure gifts.
- Evidence of leading or contributing to a major relationship to achieve successful fundraising.
- Ability to establish credibility, confidence, and robust relationships with donors, volunteers, senior colleagues, and other key stakeholders.
- Broad knowledge of arts, humanities and heritage issues and the ability to speak and write about them with fluency and authority.

Skills and abilities

- Excellent written skills and proficiency in English.
- 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 strategies for the solicitation of major gifts.
- Excellent communication skills, both oral and written.
- An ability to ask for, or arrange for others to ask for, significant gifts to enable the Humanities Division and the collegiate University to maintain their world-class status.
- The ability to promote interest amongst prospective donors in the goals of the Humanities Division and the University as a whole.
- Ability to thrive and work well under pressure whilst remaining aware of detail.

Attitudes

- An interest in the arts and humanities.
- An interest in higher education and in the University of Oxford, and its goals in teaching and research.

To be assessed by interview/exercise

Experience and knowledge

- An understanding of the different sources of funding for UK charities and Higher Education.

Skills and abilities

- Excellent personal presentation and communication skills, both oral and written.
- 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.
- An ability to represent the University at senior levels, both internally and externally.
- Excellent social and communication skills and cultural understanding. The ability to converse effectively and convincingly with a range of people, including major donors, academics, volunteers, senior officers and stakeholders.

Attitudes

- A combination of the personal sensitivity, maturity of approach and determination that is needed when working with senior academics and prospective major donors to the University.
- The candidate must have an adaptable attitude and be prepared to work out of regular hours and to travel.
- The ability to work well in a team.
- To be a self-starter who can create opportunities and take them forward in a strategic way.

Desirable selection criteria

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

Essential selection criteria

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. 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.

For more information, please visit www.ox.ac.uk/about/organisation.

We encourage applicants from all sectors of the community and are keen to encourage candidates from under-represented groups to apply. The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. For more information about equality-related networks for staff and students, please visit <https://edu.admin.ox.ac.uk/networks#/>

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 submit a CV and a letter of application. The cover letter 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 submit 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 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 directly at

recruitment@devoff.ox.ac.uk

To return to the online application at any stage, please go to: <https://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.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

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

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.