

# Job Description



## Summary

<b>Job title</b>	Development Executive – Medical Sciences
<b>Division</b>	University Administration and Services
<b>Department</b>	Development Office
<b>Location</b>	University Offices, Wellington Square; and Medical Sciences Divisional Offices at the John Radcliffe Hospital - but you may be able to agree a pattern of regular remote working with your line manager.
<b>Grade and salary</b>	Grade 7: £36,924 - £45,163 per annum with possible extension to £49,250 – plus as Oxford University Weighting of £1,500 per year (pro rata).
<b>Hours</b>	Full time (37.5 hours)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Development – Medical Sciences
<b>Vacancy reference</b>	176170
<b>Additional information</b>	<p>Applications are welcome and encouraged from all sectors of the community and we are especially keen to encourage candidates from under-represented groups to apply. The Development Office 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/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.

## The role

### **Medical Sciences at Oxford:**

Oxford is one of the world's leading biomedical universities recognised for its outstanding quality and depth across the medical research spectrum - from genes to molecules, to big data and populations. With the honour of 12 Nobel Laureates over its long and distinguished history, the Division is consistently at the forefront of innovative and lifesaving science.

The extraordinary depth and breadth of medical skills at Oxford is devoted to identifying the causes of disease, improving diagnosis and developing effective treatment and prevention. The Division is particularly interested in the "big" diseases where millions of lives can be saved – cancer, and infectious diseases such as malaria and pandemic preparedness. It also has world-leading research programmes in cardiovascular diseases, musculoskeletal disorders such as arthritis and osteoporosis and neurological disorders such as Alzheimer's and Parkinson's.

Medical education and training runs hand in hand with research – not only training students who will go on to be clinicians but, equally importantly, teachers and academics. The Medical School, with its strong emphasis on the sciences that underpin medicine, trains students of the highest academic merit. For the twelfth year running, Oxford's Medical School has ranked number one in the world (Times Higher Education).

The Division comprises 16 departments, and their constituent units, institutes and centres, spread across 73 buildings in multiple sites in Oxford and includes numerous clinical research units in 40 different countries.

Over 5,800 academics, researchers and administrative staff, 2300 graduate and 1800 undergraduate students together contribute to the Division's extensive and exemplary research, teaching and clinical portfolios. For further information please go to: [www.medsci.ox.ac.uk](https://www.medsci.ox.ac.uk)

The Medical Science Development Team's priorities are regularly reviewed to ensure that it is focused on supporting the Division's strategic objectives. Development activities include increasing the Division's endowment for new and existing Professorial Chairs so that Oxford can continue to recruit and retain the world's very best academics. In addition, significant funding is needed for graduate scholarships and other academic posts. The

current thematic priority areas for fundraising include Global Health, Brain Health, Heart Health, Paediatrics, Rare Disease and Cancer.

**This role:**

The Medical Sciences divisional development team works collaboratively with colleagues across the division and with expert colleagues in Development and Alumni Engagement. The Head of Division and the Heads of Departments, are closely involved with development.

This is a key role within the team and the post holder will have the opportunity to work with the Head of Development – Medical Sciences, donors and academics at the highest level. Development at Oxford is well established and this role has the scope to work across a number of important and high-profile projects.

**Key relationships** Head of Development- Medical Sciences, donors; external volunteers and members of advisory committees; senior academics and administrative staff, as appropriate, within the Medical Sciences Division; members of the Medical Sciences fundraising team and other members of the Development and Alumni Relations teams across the collegiate University.

**Purpose** To meet the objectives outlined below and other key strategic priorities as identified by the University. To develop and implement plans to maximise private gift support for agreed priorities within the Medical Sciences Division. The post holder will be responsible for identifying a portfolio of prospects and managing their cultivation, solicitation and stewardship, alongside to providing a high level of fundraising support to the Head of Development- Medical Sciences.

The post holder will also contribute to approaches to high level donors (corporate, trust and individual) and will manage their own donor portfolio(s).

Working with select departments within the division you will secure philanthropic support for infrastructure, key academic posts, research programmes, and graduate scholarships. You will work closely with the relevant Heads of Department and other academics enabling you to build significant understanding and expertise.

When working in Oxford, the post holder will be based in the Development and Alumni Engagement Offices and expected to work across various Medical Sciences sites including those in South Parks Road, the John Radcliffe Hospital and the Old Road Campus.

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 more than 100 major gifts prospects and be responsible for the identification, cultivation, solicitation and stewardship of potential donors able to support Medical Sciences at Oxford, typically in the range of £100,000- £500,000. The Head of Development – Medical Sciences, working with the Head of Medical Sciences Division, and the Chief Development and Alumni Engagement Officer, is responsible for the solicitation of principal and many major gifts.

In common with the rest of the University, the Medical Sciences development programme will make reference to a number of regional strategies. This will allow it to engage and develop strategic relationships with key prospects for Medical Sciences globally. It is expected that the post holder will work closely with the University's international offices and on occasion overseas travel may be required.

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 in Development and Alumni Engagement, Medical Sciences Departments, Oxford Colleges, Central Administration, Divisions and international offices to maximise gift potential from prospects who may have multiple connections and enthusiasms.

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.

### **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 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:

- To play a crucial role in ensuring that philanthropic income for select priorities of the Medical Sciences Division rises in a steady and sustainable manner year on year through the identification and engagement of new potential donors and the successful acquisition of new gifts
- To implement solicitation strategies to secure 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 up to the £500,000 level, often working jointly with a senior academic. This will require close consultation with the Head of Development – Medical Sciences and will require the post holder to work effectively with academic champions and volunteers.
- To identify prospective donors with whom the University will aim to develop significant philanthropic relationships and build a robust prospect pipeline. These will be drawn from several groups: high net-worth individuals, the corporate sector, trusts and foundations and other bodies from whom funding may be obtained.
- To achieve personal income targets of at least £500,000 annually and achieve department-wide performance expectations of approximately 15 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 working out how to articulate and publicise priority projects, as agreed by the University and Medical Sciences Division, in both written and verbal form. This will be undertaken in close collaboration with the Head of Development – Medical Sciences and senior University officials and academics, and with senior fundraising personnel in the collegiate University both in Oxford and overseas (including the offices located in New York, Hong Kong and Tokyo)
- To understand donors’ wishes and aspirations and to identify potential links with key priority projects with the aim of securing a major gift
- To optimise philanthropic support for the University and to adhere to best practice in prospect cultivation, solicitation and stewardship. This will involve collaboration with college-based and other development staff in line with agreed principles and protocols
- To use their judgment, sometimes without reference, to determine what specific proposition should be put to a prospect, and under what terms, in order best to secure the prospect’s greatest potential level of support
- 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 and other relevant University policies
- To foster a positive understanding of the benefits and importance of philanthropy amongst Oxford’s stake-holders
- To report regularly, against specified criteria, on development activity such as numbers of potential donors and donor meetings
- To provide fundraising support to the Head of Development- Medical Sciences and carry out such other functions as the Head of Development – Medical Sciences or other senior colleagues 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 in a complex organisation and direct involvement in securing major gifts £50,000+
- Evidence of leading or contributing to a major relationship to achieve successful fundraising from corporate and other donors
- Ability to establish credibility, confidence and robust relationships with existing and prospective donors, and key stakeholders
- Broad knowledge of scientific issues and the ability to speak and write about them with fluency and authority.

##### *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 oral and written
- An ability to ask for, or arrange for others to ask for, gifts £50,000 + to enable the Medical Sciences Division and the collegiate University to maintain their world-class status
- The ability to promote interest amongst prospective donors in the goals of the Medical Sciences and the University as a whole
- Ability to thrive and work well under pressure whilst remaining aware of detail

#### *Attitudes*

- An interest in the medical sciences
- An interest in higher education and in particular an understanding of the University of Oxford, and its goals in teaching and research
- Demonstrable ability to show highly nuanced sensitive and good judgement when working with key internal and external stakeholders

#### To be assessed by interview/exercise

##### *Experience and knowledge*

- Major Gifts fundraising experience
- An understanding of the sources of funding for UK Higher Education in order to set the work of the Development Office in context and to understand the multifaceted relationships the University of Oxford has with its funders, particularly corporate partners

##### *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
- Good social skills and cultural understanding, and a high level of literary and communication skills. The ability to converse effectively and convincingly with a range of people, including major donors, academics and senior officers, and to represent the University at senior levels

##### *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 candidate must work well in a team
- The ability to be a self-starter, creative and opportunistic

##### Desirable selection criteria

- Education and/or expertise in a scientific discipline
- Experience of soliciting and securing 5-6 figure donations

## 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](http://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 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.

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## 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).

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## 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](mailto: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 70<sup>th</sup> 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](http://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](http://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](mailto: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](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter [@ResStaffOxford](https://twitter.com/ResStaffOxford), and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).