

Job Description



Summary

Job title	Development Officer – Gardens, Libraries and Museums
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	University Offices, Wellington Square and central GLAM offices, Oxford - but you may be able to agree a pattern of regular remote working with your line manager.
Grade and salary	Grade 6: £32,332 - £38,205 per annum with possible extension to £41,732
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Head of Development – Museums and Gardens
Vacancy reference	172684
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>

Gardens, Libraries and Museums (GLAM)

Oxford University's gardens, libraries and museums (GLAM) form one of the greatest concentrations of university collections in the world. Comprising over 21 million objects, specimens and printed items, they constitute one of the largest and most important research repositories in the world and provide an outstanding resource for scholars, students and members of the public, welcoming over 3 million visitors each year.

Museums

The four museums are home to over 8.5 million objects and specimens representing the natural world, global art and artefacts:

- The Ashmolean is the first public museum in Britain and its collections include the most important group of Raphael drawings in the world.



- The History of Science Museum - housed in the world's oldest surviving purpose-built museum building - contains the world's finest collection of historic scientific instruments.
- The Museum of Natural History holds the University's internationally significant collections of 7 million geological and zoological specimens, including the fossil bones of the first dinosaur ever to be described scientifically.
- The Pitt Rivers Museum houses one of the world's finest collections of anthropology and archaeology, with objects from every continent and from throughout human history.

Libraries

The Bodleian is the largest university library system in the United Kingdom. It comprises the principal University library – the Bodleian Library – and 27 libraries across Oxford, which provide services to 21st-century scholars across subject disciplines, from direct access to high-demand print collections to online access to journals, manuscripts, archives and databases. Together, the Bodleian Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts.

Gardens

The Botanic Garden is the oldest botanic garden in Britain. Founded in 1621, its collections have been used in teaching, research and conservation for 400 years, and it forms the most compact yet diverse collection of plants in the world.

The Arboretum, which has been part of the Botanic Garden since 1963, contains the finest collection of trees in Oxfordshire, including some of the oldest redwoods in the UK.

For further information please visit: <https://www.glam.ox.ac.uk/home>

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

Key relationships: Members of the University of Oxford Development and Alumni Engagement (DAE), members of the Gardens, Libraries and Museums staff, and other academic and administrative staff as appropriate.

Purpose: To meet the objectives outlined below and other key strategic priorities as identified by the University.

The Development Officer will raise philanthropic income for priorities in the Gardens, Libraries and Museums from individuals, trusts and foundations, public funders, and corporations. The Development Officer will be responsible for the identification, cultivation, solicitation, and stewardship of potential donors (typically, 5-/lower 6- figure gifts). The Development Officer will also oversee institutions' annual and special appeals, and support legacy giving, visitor giving, and other fundraising through cases for support and major gift proposal development, as required by their line manager. They will also be responsible for the delivery of events such as the Ashmolean Gala Dinner and the Bodleian Founder's Lunch, while working with other members of the GLAM team and DAE.

The Development Officer will be a skilled communicator with a strong eye for detail, and a commitment to developing their career in fundraising. The post holder will have the ability to establish and maintain relationships with a broad range of stakeholders, including senior curatorial, academic and administrative staff, individual donors and foundation trustees. They will be able to communicate projects in straightforward and engaging ways; to plan and execute high-level events; and to manage multiple tasks and deadlines.

This role reports to the Head of Development – Museums and Gardens, and is part of the Gardens, Libraries and Museums team, which generates funding for strategic priorities including: endowment; digitisation; exhibitions; public engagement; and major acquisitions, from a range of philanthropic sources.

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

There are a number of significant and exciting new developments and initiatives taking place across the Gardens, Libraries and Museums which will require philanthropic support, and therefore advice and support from a dedicated and talented individual comfortable working within the cultural sector or higher education fundraising.

You will be responsible for managing a defined portfolio of projects requiring funding, as well as a portfolio of prospects related to these projects drawn from individuals, trusts and foundations and corporations. You will actively seek to support and assist other colleagues to secure philanthropic funding for these projects. In addition, you will also be responsible for leading the development and production of various fundraising materials, including cases for support and proposals for priority projects that are being managed by other colleagues within the Gardens, Libraries and Museums team. You will also assist with stewardship strategies for your donors.

The post holder will have excellent communication and fundraising skills, in particular a high level of written English, and a proactive, meticulous and analytical approach to their work. Of essential importance is the ability to translate and articulate academically-complex projects for donors and prospective donors, and to be able to identify and develop relationships to help further the fundraising goals of the Gardens, Libraries and Museums.

The main duties of this post will be as follows:

Fundraising

- Working under the direction of the Head of Development – Museums and Gardens, you will be responsible for and manage a portfolio of projects that require funding across the Gardens, Libraries and Museums. These may relate to a variety of areas (for example capital, conservation, exhibition and acquisition projects) and will require different levels of support within specific timeframes.
- You will be responsible for developing and managing a portfolio of prospective donors relating to a number of these projects, and will implement solicitation strategies and work with colleagues to solicit support. Where appropriate you will be responsible for soliciting support personally, typically between £5,000 and £50,000. Prospects will be drawn from a variety of sources with a particular focus on charitable trusts and foundations and individual donors. You will have an income target of £250k and a

focus on securing 5 figure gifts (lower 6 figure gifts will require line manager involvement), with a meeting target of 5 per month (50 per year).

- You will seek to optimise philanthropic support for the Gardens, Libraries and Museums and to adhere to best practice in the cultivation, solicitation and stewardship of prospective donors and legators. This will involve collaboration with college-based and other development staff in line with agreed principles and protocols.
- You will be responsible for overseeing, and securing income for, the institutions' annual fund and special appeals, working collaboratively with the Marketing and Insights team. This will involve working with institutional staff to identify appeal priorities and create a concept for each appeal; preparing creative copy and working with designers to produce appeal materials; analysing data to review the success of appeals.
- You will collaborate with institutional colleagues in the Visitor Experience, Public Engagement and Commercial teams to encourage and increase visitor giving and input into institutions' giving strategies.
- You will work with the Membership teams and Patrons' offices to identify and cultivate potential major donors.
- You will act as a first point of contact for legacy enquiries, and work closely with the University's Legacies and Projects Officer to increase legacy giving to GLAM institutions, steward legacy prospects, and input into institutions' legacy giving strategy.

Proposal Development

- In addition to managing your project and prospect portfolio you will also be expected to assist with the production of materials for other prospects and projects managed by the Gardens, Libraries and Museums team and senior staff, for example through the production of stewardship reports and cases for support. This will require liaising with academic and curatorial colleagues to obtain information, before then producing material that explains academically complex projects in appropriate language for prospective non-specialist donors. This will involve working out how to articulate and publicise priority projects, as agreed by the University, by both documentary and verbal means.

Stewardship

- Working with other members of the team you will help to maintain a comprehensive stewardship strategy for donors and high level volunteers to Gardens, Libraries and Museums.
- You will personally manage stewardship plans for all donors in your portfolio and relating to projects in your portfolio.

Management of Records, Calendaring and Reporting

- You will ensure that a current and accurate record of all development strategy and activity for which you are responsible is maintained on the Development and Alumni Engagement database (DARS) and ensure that the Head of Development – Museums and Gardens is fully briefed on portfolio activity and developments.
- You will assist with the creation of stewardship reports for major donors to projects in the Gardens, Libraries and Museums.

Internal Communications

- You will be seen as a day to day contact for academic departments and research units within the Gardens, Libraries and Museums, providing advice and guidance on fundraising systems and processes, prospect and project information, answering queries, providing updates and feedback.

- When needed you will update and engage with other fundraising teams in Development and Alumni Engagement and collegiate University, regarding development projects and priorities within the Gardens, Libraries and Museums, to maximise opportunities for fundraising.

Related responsibilities

- Together with other colleagues, you will contribute to the planning and implementation of several high profile external annual events. This will include managing major cultivation events, mailings, guest list development, and drafting of materials, such as invitations and briefings.
- At times you will be expected to work with high-profile volunteers, regarding projects requiring funding and solicitation strategies.

You will carry out any other duties which are requested by the line manager and are commensurate with the grade of this post.

Selection criteria

Essential selection criteria

To be assessed by application/cv

Experience and knowledge

- A good general level of education
- Fundraising or Alumni Relations and/or marketing experience and the capability of representing the University
- A demonstrable interest in the cultural sector and our collections' role in the University, understanding of the University of Oxford, and its goals in teaching, research and engagement with the wider community
- Confident use of the Microsoft™ Office toolset and IT applications including CRM systems

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 written and verbal; the ability to be highly creative in producing materials and to understand how to articulate projects for prospective and existing donors
- The ability to manage and develop relationships with volunteers, donors and prospective donors; good listening skills are essential
- The ability to manage a range of different activities and prioritise appropriately

Attitudes

- Keen to pursue a career in fundraising
- Willing to work as part of a team to deliver a range of activities to support our fundraising objectives

To be assessed by interview/exercise

Experience and knowledge

- A demonstrable interest in the cultural sector and our collections' role in the University. understanding of the University of Oxford, and its goals in teaching, research and engagement with the wider community

- Experience in fundraising in a complex organisation in the cultural or education sector
- Experience in running events, marketing campaigns or other external facing activities

Skills and abilities

- An ability to think both strategically and tactically about the relations between potential donors and fund-raising goals
- An ability to problem solve, and act independently and decisively when the situation demands it.
- Attention to detail and a meticulous, analytical approach to work
- Confidence, and the ability to work with professional and academic colleagues in the cultivation of prospects and in the solicitation of gifts, and to demonstrate the ability to personally ask for gifts where appropriate
- Excellent communication skills, both written and verbal; the ability to be highly creative in producing materials and to understand how to articulate projects for prospective and existing donors
- The ability to manage and prioritise a diverse workload, to meet deadlines, and to work calmly under pressure

Attitudes

- The candidate must be adaptable, prepared to work out of regular hours and to travel

Desirable selection criteria

- Experience of using the Development and Alumni Relations Database (DARS) or other prospect management tools or fundraising databases
- Experience of desktop design/publishing software

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 letter of application 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.