

Job Description



Summary

Job title	Head of Development – Ashmolean Museum
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	Ashmolean Museum, and University Offices, Wellington Square, Oxford OX1 2JD - but you may be able to agree a pattern of regular remote working with your line manager.
Grade and salary	Grade 10: annual progression from £64,228 to £74,191 per annum, with a possible extension to £80,913 including an Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time (37.5 hours)
Contract type	Maternity leave cover
Reporting to	Associate Director of Development – Gardens, Libraries & Museums (GLAM)
Vacancy reference	177688
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> <p>Whilst this is a full-time post, we welcome applications from candidates who wish to work part-time (minimum 30 hours/0.8 FTE).</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)
- Philanthropic Writing
- Marketing and Communications

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 Europe.

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.

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.

The role

The University of Oxford is founded on the quality of its teaching, scholarship and service to society. It is working harder and faster than ever to create new knowledge and find answers to global problems, helping to make a more equitable society and educate the next generation of leaders.

Philanthropy plays a critical role in enabling Oxford to maintain and build on its status as a world-class centre of learning. Major and principal gifts have played a significant part in our success with the *Oxford Thinking Campaign*

and these gifts have made a number of important projects possible. Recent significant donations have brought the following projects to fruition:

- *The Stephen A. Schwarzman Centre for the Humanities* will be the new home for humanities at Oxford, providing state-of-the-art facilities for seven faculties, the Institute for Ethics in AI, and the Oxford Internet Institute. It will house a new humanities library, as well as public-facing exhibition and performance spaces
- *The Ineos Oxford Institute for AMR Research* is a new cutting-edge institute to combat the growing global threat of antimicrobial resistance (AMR) in both humans and animals
- *Reuben College* is Oxford's newest college, bringing graduate students and academics from traditionally different disciplines together to work on global challenges including artificial intelligence and machine learning; environmental change; ethics and values; and cellular life
- *The Poonawalla Vaccines Research Building* will house over 300 research scientists providing the focus and scale for the University's major vaccine development programmes, allowing a rapid expansion of this fast-growing, translational area
- *The Moh Family Foundation* is supporting the work of Oxford University's Pandemic Sciences Institute, greatly strengthening its ability to identify and counter future pandemic threats and ensure equitable access to treatments and vaccines around the world
- *The Bennett Institute for Applied Data Science* has been established to pioneer the better use of data, evidence, and digital tools in healthcare and policy, optimising the impact of interventions to achieve improved outcomes
- *The Dieter Schwarz Foundation* is supporting an ambitious programme of research dedicated to investigating the impact of AI and other game-changing technologies. They have also provided a major boost to the study and teaching of German at Oxford, principally through the endowment of the Schwarz-Taylor Chair in the German Language and Literature

The University of Oxford has been successful in raising donations from a broad, international range of donors, including alumni, non-alumni, foundations and trusts, and corporations.

Key relationships:

Internal: The Chancellor, the Vice-Chancellor, and the Pro-Vice-Chancellors; Director of the Ashmolean Museum, senior curators and academics within the Ashmolean Museum and the academic divisions; colleagues in Development and Alumni Engagement; Public Affairs Directorate; and senior members of the colleges, University Administration and Services.

External: UK and overseas donors and prospective donors (individuals, Trusts and Foundations, companies and other institutions); members of the Ashmolean Development Board; Volunteers, Patrons and Friends of the Ashmolean Museum; University of Oxford North American Office; Alumni

Direct reports: 1 x Senior Development Executive (Gd 8); 1 x Development Executive (Gd 7); Project Officer (Gd 6); Patrons Manager (Gd 7)

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

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.

The Head of Development – Ashmolean Museum will work closely with the Ashmolean Museum's Director, senior management team and Curators to identify the opportunities, and devise appropriate strategies that will maximise philanthropic support. They will also liaise closely with the ADD – GLAM on the priorities and the resources available to support them

The post holder will primarily be focused on:

- (With senior staff) assessing and agreeing development objectives for the Ashmolean Museum
- Devising and implementing effective strategies to support those objectives
- Managing his/her own portfolio of ~100 major gift prospects, typically with 6-7 figure gift capacity
- Providing bespoke stewardship programmes for existing donors
- Management of the Ashmolean Museum Development team
- Supporting the administration of the Ashmolean Board of Visitors and liaising with its Chair

Key requirements for this post include:

- An understanding and experience of working within a museum or heritage sector organisation
- Knowledge of motivations for donors to give to cultural institutions
- The ability to plan strategically
- The ability to identify and work with professional and academic colleagues in the cultivation of prospective donors and the solicitation of major gifts
- The ability to manage and support a team
- A talent for communication, engaging supporters in an ongoing way
- Excellent social skills and cultural understanding

The Ashmolean Museum development team is part of Development and Alumni Engagement (DAE), but is primarily based at offices in the Ashmolean Museum in central Oxford. The team benefits from a range of support services provided by DAE, including research, proposal writing, database, gift administration and accounting, and donor relations.

The Ashmolean Museum development team is part of the Gardens, Libraries and Museums (GLAM) development team and team members have responsibilities to other institutions in GLAM.

The postholder will manage a portfolio of more than 100 major gifts prospects, and will be responsible for the identification, cultivation, solicitation and stewardship of potential donors, typically in the range of £250,000-£2,500,000 over time. The post holder may need to collaborate on approaches with other University development staff, including the Pro-Vice-Chancellor – Development and External Affairs, and the Chief Development and Alumni Engagement Officer.

Maternity leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available from May 2025 until 12 June 2026 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

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 principal responsibilities of the post are as follows:

Strategy and leadership responsibilities

- To identify, plan and execute optimal fundraising strategies for the Ashmolean Museum, working with the ADD – GLAM, the Director of the Ashmolean Museum and senior management, the Chief Development and Alumni Engagement Officer, and the international offices
- To lead, motivate and manage the Ashmolean Museum Development team to deliver the strategic objectives and priority projects of the Museum as requested by the Director and Board of Visitors
- To contribute to DAE's and GLAM's strategic planning
- To be an ambassador for the Ashmolean Museum, DAE and the collegiate University in a variety of contexts
- As appropriate to chair internal committees

Fundraising responsibilities

- To maximise philanthropic support for the Ashmolean Museum and the wider University
- To secure – personally and in collaboration with other senior staff – major donations
- To create strategy for and deliver major acquisition or other fundraising campaigns (often £1m+) through public appeals, working with press, design and marketing staff, the campaign communications team, and other staff as appropriate, to maximise support and interest from the public to grow the donor base
- To identify potential sources of philanthropic support
- To ensure the long-term growth of philanthropic income to the Ashmolean Museum
- To draft proposals to secure philanthropic support
- To support and leverage the expertise of the external volunteer group, the Ashmolean Museum Board of Visitors. To comply with the University's ethical scrutiny policies and Relationship Management Protocols
- To keep the DARS database fully up to date with regard to fundraising activity for which the post holder is responsible
- To have a University-wide responsibility to develop fundraising relations for the University as a whole
- To understand and assess standard fundraising models successfully in operation elsewhere and to tailor as appropriate those models to the benefit of specific donor groups including individuals, trusts and foundations, and corporates

Communication and external responsibilities

- 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 Ashmolean Museum, by both documentary and oral means
- To devise and oversee targeted external engagement activities, such as cultivation and stewardship events for the Ashmolean Museum
- To represent the Ashmolean Museum, DAE and the University at special events, meetings and other occasions as required

Managerial responsibilities

- To provide line management for the Ashmolean Museum development team to help staff achieve agreed objectives for Ashmolean fundraising. This will include recruitment, induction, personal development, training and personal development reviews.
- To design and deliver training to those outside of their immediate work team, e.g. Ashmolean Museum staff engaged in fundraising activities
- To manage the Ashmolean Museum development team spending, as part of the GLAM-wide budget

Donor stewardship responsibilities

- To ensure appropriate, tailored stewardship plans are in place for all donors for whom the post holder is the primary relationship manager
- To work with the Patrons' manager to support the Annual Gala Dinner arrangements.

You will also 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 CV/application

Experience and knowledge

- An excellent general level of education, including a degree or equivalent
- A proven track record in major gift fundraising; also a strong natural drive towards getting out into the field and a demonstrable ability to ask successfully for significant gifts
- Experience in major gift fundraising in the museum or cultural sector
- Understanding of the mission of the University of Oxford and the Ashmolean's role within that
- A very high level of literary and communication skills, both oral and written
- Evidence of being able to lead and motivate others also involved in fundraising

Skills and abilities

- The ability to manage a small team as well as to work as part of a wider professional team and to contribute to the development of fundraising for Oxford as a whole
- Proven track record of fundraising in the museum or cultural sector at six-figure level and above
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- The ability to develop and maintain donor interest in the Ashmolean Museum and the University as a whole

Attitudes

- A strong understanding and passion for scholarship and its contribution to both academia and the wider world, coupled with a passion to preserve the world's growing cultural heritage through collections and buildings. An understanding of cultural sensitivities in the cultural sector relating to collections

To be assessed in interview

Experience and knowledge

- Excellent social skills and cultural understanding

Skills and abilities

- The ability to identify new prospects for the Museum, to develop projects to align with their interests, and the ability to conclude six- and seven-figure gifts
- The ability to demonstrate resourcefulness in situations where it may not be possible to get input and advice from more senior colleagues
- The ability to work effectively in a large and complex organisation
- The ability to represent the Ashmolean Museum and the University among a range of external constituencies
- The ability to think strategically
- The interpersonal communication skills to work with a wide range of professional and academic colleagues in the cultivation of prospects and the solicitation of major gifts

- The ability to be highly opportunistic and to take initiatives on his/her own when the situation demands it

Attitudes

- A combination of the personal sensitivity, creativity and tact that is needed when working with senior academics, development colleagues and prospective major donors to the University
- Tenacity, drive and imagination
- Willingness to work out of regular hours and to travel
- A desire to be actively engaging with donors and potential donors to the collegiate University
- A high level of self-motivation

Desirable selection criteria

- Experience of an institution which is both international and complex
- Proficiency in one or more foreign languages

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@dae.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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing 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.