

Job Description



Summary

Job title	Senior Development Executive – Department of Politics and International Relations (DPIR)
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ / 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 8: £46,485 - £55,292 per annum with possible extension to £60,321 with an Oxford University weighting of £1,500 per year (pro rata).
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Head of Development – Social Sciences
Vacancy reference	176788
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://development.office.ox.ac.uk) and [HOME | Oxford Alumni](https://home.ox.ac.uk)

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

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.

The Department of Politics and International Relations (DPIR) is one of the largest departments working in Politics and International Relations, in the UK and world-wide, and a proud home to world-leading experts in the disciplines of political theory, comparative politics, and international relations. The Department is a nexus for big questions and big ideas, developing new methods and frameworks and research projects that tackle some of the most-pressing challenges around the globe.

DPIR's mission is to employ the best academics, as well as ensure that an Oxford Politics education is available to the very best students from around the world, regardless of financial means. Philanthropy will play a key role in realising this mission and the Department has ambitious plans over the next five years to secure the endowment of key academic posts; support graduate scholarships and fund new programmes of research.

Key relationships: Donors and prospective donors to Politics and International Relations; Senior academic and administrative staff in the Department, members of the Social Sciences development team and other members of the Development and Alumni Relations teams; DPIR fundraising volunteers

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

The post holder will be based primarily at the Department, which is located on Manor Road, and is a vibrant hub of academic and student activity, although will co-locate at Wellington Square once a week with the wider Social Sciences team, within which the post will sit.

The Social Sciences Division is one of the four academic divisions at Oxford, recognised internationally for the outstanding quality and depth of its teaching and research. The Divisional typically secures £40m in philanthropic funds each year across its 15 Departments, working closely with academic champions and the Head of Division. This is an exciting time to join the team, as this is one of a number of new department specific posts that have been recently created and a Department with a solid basis upon which to build across a number of important and high profile projects.

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 have an income target of £1m+ a year. The post holder will be responsible for the identification, cultivation, solicitation and stewardship of potential donors able to support Social Sciences at Oxford, typically in the range of £500k-£1m.

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 University Development structure. The office 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.

Development and Alumni Engagement values

The following points lay down the foundations of the working ethos, culture and values of DAE. 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 and alumni engagement functions 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 Department of Politics and International Relations through the successful acquisition of new gifts
- To implement solicitation strategies to secure philanthropic gifts.
- To identify prospective donors with whom the University will aim to develop significant philanthropic relationships.
- To achieve personal income targets of at least £1 million annually and achieve department-wide performance expectations of 8-12 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 working out how to articulate and publicise priority projects, as agreed by the University and Department of Politics and International Relations, in both written and verbal form. This will be undertaken in close collaboration with the Head of Development – Social Sciences, the Head of the Department of Politics and International Relations 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 the database for Development and Alumni Engagement
- 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 among Oxford's stakeholders
- To carry out such other functions as from time to time the Head of Development – Social Sciences or the Executive Director of Development might require, commensurate with the level of this position.

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.

Selection criteria

Essential selection criteria

To be assessed by application/cv

Experience and knowledge

- Proven fundraising experience in a complex organization and direct involvement in securing major gifts.

Skills and abilities

- The ability to think strategically and tactically about the relations between potential donors and fundraising goals, to provide specialist expertise in the area of major giving, and to develop a long-term strategy 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 Department of Politics and International Relations, the Social 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 Social Sciences and the University as a whole.
- 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 the highest levels; the capability of representing the University at a senior level.
- Ability to thrive and work well under pressure whilst remaining aware of detail.

Attitudes

- An interest in Politics and International Relations.
- An interest in how Social Sciences scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.
- An understanding of the University of Oxford and its goals in teaching and research.

To be assessed by interview/exercise

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.
- Excellent social skills and cultural understanding, combined with 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 the highest level.

Attitudes

- A combination of the personal sensitivity, creativity and tact 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.

Desirable selection criteria

- An excellent general level of education to degree level or equivalent, or equivalent professional experience.
- 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.

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.