

Job Description



Summary

Job title	Senior Development Executive – Mathematics
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	Between University Offices, Wellington Square, Oxford OX1 2JD and the Mathematical Institute, Andrew Wiles Building - with possible options for hybrid working.
Grade and salary	Grade 8: £48,235 - £57,255 per annum with a possible extension to £62,407 including an Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time (37.5 hours)
Contract type	Maternity leave cover to 30 April 2026.
Reporting to	Head of Development - MPLS
Vacancy reference	178100
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)
- Philanthropy 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://development.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.

resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

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. 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. 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 Mathematical Institute

The Mathematical Institute, as Oxford's Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment have twice been ranked first in the UK, in the 2021 and 2014 Research Excellence Framework exercises, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

This is an exciting time to join the development team in the Mathematical, Physical and Life Sciences Division, and to work specifically with the Mathematical Institute. The department has a strong platform of fundraising, having raised significant funds for the Andrew Wiles Building and numerous scholarship programmes. There is a great deal of scope to further engage with the Institute's donor, friends and funding partners, and develop a comprehensive fundraising strategy and programme to sit alongside the Institute's well established alumni relations and public engagement programme. The department has ambitious plans to build on the success of recent fundraising and to maximise the opportunities for philanthropic support for post-graduate scholarships, early career research fellowships and senior academic posts. The Head of Department, Professor James Sparks, is an enthusiastic supporter of development, and you will work closely with him and other senior members of the faculty in delivering the development programme.

We raise money from individuals, charitable trusts and foundations and companies. Fundraising priorities include support for graduate scholarships, key academic posts, research programmes and infrastructure.

The MPLS divisional development team has recently undergone a period of strategic expansion. It is highly effective, working collaboratively with colleagues across the division and with expert colleagues in the Development Office. You will be co-located with the team office based in central Oxford, and within the Mathematical Institute. You may have the opportunity to travel overseas if required.

Key relationships: Donors to the Mathematical Institute and MPLS; external volunteers and members of advisory committees; Head of the Department of Mathematics; senior academics and administrative staff as determined by the Head of Department as appropriate within the Department of Mathematics and MPLS Division; Members of the MPLS fundraising team and other members of the Development and Alumni Relations teams across the collegiate University.

Purpose: To identify and cultivate major donors, to develop successful, long-term relationships with key individuals based on an understanding of their interests and needs, and working closely with senior academic colleagues, to secure substantial donations in support of the MPLS Division, specifically the Mathematical Institute.

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.

Maternity leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of leave. The post is available until 30 April 2026 or the actual return of the substantive postholder, or the 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 main duties of this post will be as follows:

- To play a crucial role in ensuring that philanthropic income against the core priorities of the MPLS Division and Department of Mathematics 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 major gift and legacies 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 (typically between £500,000 and £1,000,000) often working jointly with a senior academic. This will require close consultation with the Head of

Development – MPLS 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 (both alumni and non-alumni), the corporate sector, trusts and foundations and other bodies from whom funding may be obtained.
- To achieve personal income targets of at least £1million annually and achieve department-wide performance expectations of approximately 15 prospect meetings per month.
- To build an individual pipeline of prospects for support (c100-150) drawn from existing contacts and based on new research.
- 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 Mathematical Institute, MPLS Division and the University, in both written and verbal form. This will be undertaken in close collaboration with the Head of Development – MPLS 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 participate in the formulation and ongoing implementation of an international strategy and Alumni Relations programme to the benefit of the Mathematical Institute, MPLS Division and the full Collegiate University.
- As appropriate, to identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation. To support those volunteers in soliciting gifts as appropriate.
- To optimise philanthropic support for the Collegiate 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 protocol.
- To support senior staff including the Head of the Department of Mathematics, the Pro-Vice-Chancellors, and the Head of Development - MPLS in arranging and preparing meetings with high level donors or prospects, as required and with the support of the Development Coordinator.
- 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 the Development Office's database.
- To ensure all gifts comply with the University's standards on ethics and scrutiny.
- To foster a positive understanding of the benefits and importance of philanthropy amongst Oxford's stake-holders.
- To report regularly, against specified criteria, on development activity such as numbers of potential donors and donor meetings.
- To carry out such other functions as from time to time the Head of Department, the Head of Development – MPLS or other senior colleagues may require, commensurate with the level of this position.

Selection criteria

Essential selection criteria

To be assessed by CV/application

Experience and knowledge

- Proven fundraising experience in a complex organisation and direct involvement in securing major gifts.
- 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 and technological 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 fundraising goals.
- An ability to provide specialist expertise in the area of major gift giving, and to develop a long term strategy for the solicitation of principal gifts.
- Excellent personal presentation and 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 Mathematics, MPLS Division and the collegiate University to maintain their world-class status.
- The ability to promote interest amongst prospective donors in the goals of the Department of Mathematics, MPLS Division 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.
- An interest in the sciences and technology.
- 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

Skills and abilities

- Excellent 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, and a very 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 the highest levels; the capability of representing the University at a senior level.

- Outstanding interpersonal skills.
- An understanding of the sources of funding for 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.

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.

Desirable selection criteria

- An excellent general level of education to degree level or equivalent. Education and/or expertise in a mathematical, scientific or technological discipline would be highly desirable, but not essential.

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 to 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 supporting statement. The supporting statement 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>