

## Summary

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| <b>Job title</b>              | Senior Development Executive – Student Support  |
| <b>Division</b>               | University Administration and Services  |
| <b>Department</b>             | Development and Alumni Engagement   |
| <b>Location</b>               | University Offices, Wellington Square, Oxford OX1 2JD - but hybrid working is available   |
| <b>Grade and salary</b>       | Grade 8: £45,585 - £54,395 per annum with possible extension to £59,421   |
| <b>Hours</b>                  | Full time (37.5 hours)  |
| <b>Contract type</b>          | Permanent   |
| <b>Reporting to</b>           | Head of Development – Student Support   |
| <b>Vacancy reference</b>      | 171667  |
| <b>Additional information</b> | <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><i>Subject to HMRC guidelines and the availability of funding, a relocation allowance may be offered</i></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/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

Reporting to the Head of Development – Student Support, the Senior Development Executive will develop and implement plans to generate major gifts for Student Support with an emphasis on access and outreach, postgraduate scholarships, and internships.

The postholder will have a keen interest in widening access to Higher Education. They will be responsible for identifying a portfolio of prospects and managing their cultivation, solicitation and stewardship.

The post holder will be highly motivated and will possess a strong drive towards getting out in the field, developing purposeful and effective relationships with prospective benefactors and advancing social mobility through philanthropic investment. The post holder will be expected to spend the greater part of their time identifying, meeting and stewarding current or prospective donors.

The post holder will manage a portfolio of more than 100 major gifts prospects. The post holder will be responsible for the identification, cultivation, solicitation and stewardship of potential donors, typically in the range of £250,000-£1,000,000. The Head of Development – Student Support, working with the Executive Director of Development, the Pro-Vice-Chancellor for Education, and the Chief Development and Alumni Engagement Officer, is responsible for the solicitation of principal and many major gifts for Student Support.

The student support fundraising programme will make reference to a number of strategies specific to the different areas of the student experience, majoring on graduate scholarships, access and on course-support, linked to the University's strategic objectives and regional strategies.

Key requirements for this post include a talent for maintaining donor interest in the collegiate University, an 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 outstanding oral and written communication skills. They may be expected from time to time to undertake some overseas travel but will mainly ensure that Oxford is promoted to both alumni and non-alumni within the UK.

Key relationships: Head of Development – Student Support; Deputy Head of Development – Student Support and other members of the Student Support, Sport and Continuing Education team. Executive Director of Development; Other teams including Development and Alumni Engagement, administrative staff of University departments including Undergraduate Admissions and Outreach, Student Fees and Funding, the Careers Service and Student Welfare; Academic staff of academic departments; Public Affairs, External Relations staff and Colleges.

Purpose: To develop and implement plans to maximise private gift support for agreed priorities across all areas related to the student experience.

The postholder will recognise and embrace the value of adopting a collaborative and internally transparent approach to fundraising within the collegiate University structure. The postholder will work closely with colleagues in Development and Alumni Engagement, Departments related to the Student Experience, Oxford Colleges, Central Administration, Academic Divisions and international offices to maximise gift potential from prospects who may have multiple connections and enthusiasms.

The post holder will be able to use the support services provided (accounting, database, communications, stewardship and research). The post holder will be based in central Oxford, hybrid working is available.

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.

The work of Development and Alumni Engagement 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 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 versatile and adaptable, and able to contribute to the development of the fundraising function of the collegiate University.

- To play a crucial role in ensuring that philanthropic income, against the core priorities of student support, rises in a steady and sustainable manner year on year through the successful acquisition of new gifts.
- To achieve personal income targets of at least £1million annually and achieve department-wide performance expectations of approximately 8-15 prospect meetings per month
- To identify, and cultivate, cold prospects with whom the University will aim to develop significant philanthropic relationships. These will be drawn from several groups: high net worth individuals (predominately non-alumni), the corporate sector, trusts and foundations and other bodies from whom philanthropic funding may be obtained.
- To manage a pipeline of prospects to cultivate and ultimately secure financial support for student support activities.
- To implement solicitation strategies to secure private gift support. The post holder will be expected to encourage prospective donors to consider making a gift to the University in support of students and learning and to personally solicit a specific sum of money, working with key University staff where appropriate. This will require consultation with the Head and Deputy Head of Development – Student Support and will require the post holder to work effectively with staff champions and volunteers.
- To be responsible for formulating and implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager, including effective report writing and, where appropriate, tailored events.
- To be able to understand academically and collegiately 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, in both written and verbal form. This will be undertaken in close collaboration with the Head of Development – Student Support, the Executive Director of Development and other 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.
- As appropriate, to identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation, proactively identifying networking events to identify such volunteers.
- To optimise philanthropic support for the University and to adhere to best practice in prospect cultivation, solicitation and stewardship. This will involve collaboration with college-based and other development staff in line with agreed principles and protocols.
- To use their judgement, 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 personally ensure that a current and accurate record of all development strategy and activity for which the Senior Development Executive is responsible, is maintained on DARS, the collegiate University's database.
- To ensure all gifts comply with the University's standards on ethics, scrutiny and other relevant University policies.
- To foster a positive understanding of the benefits and importance of philanthropy amongst Oxford's stake-holders.
- To work closely with students and scholars to engage prospective donors and to effectively steward donors supporting students and the learning experience.
- To carry out such other functions as from time to time the Head of Development – Student Support or the Executive Director of Development might require, commensurate with the level of this position.

## Selection criteria

### Essential selection criteria

#### To be assessed by application/cv

##### *Experience and knowledge*

- Proven fundraising experience and evidence of securing 6+ figure donations
- An interest in higher education, student support and social mobility

#### To be assessed at interview and test stage

##### *Skills and abilities*

- Excellent communication skills, both oral and written, social skills and cultural understanding
- An ability to ask for, or arrange for others to ask for, significant gifts.
- The ability to converse effectively and convincingly with a range of people at the highest levels, including major donors, academics and senior officers.
- A combination of the personal sensitivity, creativity and tact that is needed to cultivate interest amongst prospective donors

##### *Attitudes*

- A passion to secure support for students and learning, to ensure the best students can attend Oxford regardless of means or background
- The ability to be a self-starter, creative and opportunistic
- The candidate must have an adaptable attitude and be prepared to work out of regular hours and to travel

### Desirable selection criteria

#### To be assessed by application/cv

- Proven experience of working in a complex organisation

- An excellent general level of education to degree level or equivalent

To be assessed at interview and test stage

- The candidate must work well in a team and be able to work sensitively and successfully with other teams within the university that have differing priorities and work schedules.
- Experience of working on a CRM database, preferably specifically relating to fundraising.
- An interest student wellbeing

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## 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.

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 upload 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.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at

[recruitment@devoff.ox.ac.uk](mailto:recruitment@devoff.ox.ac.uk)

To return to the online application at any stage, please go to: <https://www.recruit.ox.ac.uk/>.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>



## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).