

## **Development Manager**

**£35K - £41K per annum**

Lady Margaret Hall was founded in 1879 as the first women's College in the University of Oxford. It is now a thriving co-educational academic community of over 800 undergraduate and postgraduate students. We pride ourselves in being a diverse, welcoming and supportive community and are the first Oxbridge College to launch The Foundation Year. The College is set within vast riverside grounds at the top of Norham Gardens in North Oxford.

### **Development Office**

LMH has had a dedicated Development Office since 1995, working to strengthen and develop the relationship with its 8,000 alumni. There is a full programme of events and publications through which former students are kept up-to-date with life at LMH today. Fundraising from alumni is a key function of the office since its establishment. We are a vital income stream providing resources for the effective day-to-day running and long-term future of the College. There are currently 7 full-time members of the Development Team.

This is an exciting time to join the team. Lady Margaret Hall is in the early stages of a major fundraising campaign in the lead up to our 150th anniversary in 2028 and we are looking for a motivated, confident and passionate fundraiser to join the team and drive forward income generation with the Director of Development. Alongside a goal of building the College endowment, the office is also responsible for raising unrestricted income towards the daily operations of the College. The team is keen to embrace creative ways of fundraising including exploring volunteer led year giving and running our first Giving Day this November. This is a fabulous opportunity for a creative fundraising professional to develop and lead an innovative strategy to significantly increase alumni participation internationally and across all age ranges.

This is a senior position within the team. The Development Manager will report to and work closely with the Director of Development and will run the Annual Fund/Regular Giving strategy and operations. The Development Manager will manage the Philanthropy Officer, a frontline fundraiser, to complement other regular giving activity and work closely with other members of the team including data, stewardship and legacies.

### **Roles and Responsibilities**

- Be responsible, in consultation with the Director of Development, for developing and implementing the College's Regular Giving programme, with a particular focus on developing a creative unrestricted 150<sup>th</sup> anniversary campaign.
- Innovate in order to maximise alumni engagement and return on investment in the Regular Giving Programme.
- Plan, manage and review the College's Annual Fund (Regular Giving) programme, including direct mail, digital and telephone campaigns.

- Line manage the Philanthropy Officer to support Regular Giving activity with direct asking.
- Develop and implement an ongoing volunteer led year group appeal.
- Produce online and hardcopy direct mailings, liaising as necessary with designers, printers, mailing and fulfilment houses, or managing the process in-house.
- Plan and manage the annual giving day or telephone campaign (in-house and with external consultants) or other such fundraising campaigns deemed effective.
- Work with data, stewardship and legacy fundraising colleagues to maximise fundraising opportunities and ensure seamless donor solicitation, retention and stewardship.
- Use your data expertise to segment donors, identify key groups to solicit, and track the outcomes of fundraising appeals.
- Talk to donors about giving opportunities and the impact of philanthropy.
- Manage the fundraising budget to maximise returns on investment.
- Maintain full awareness of, and act in accordance with, legislation concerning philanthropic gifts, particularly in relation to data protection and tax-efficient giving, both in the UK and overseas.
- Undertake any other tasks appropriate for the role.

## **Person Specification**

### **Essential**

- Experience in fundraising, ideally within the Higher Education or charity sectors
- Involvement in/ management of annual fund programmes (including direct mail/email fundraising)
- Great people skills, inspiring confidence in those you interact with – including alumni, staff, fellows and students
- Creative and innovative strategic approach
- Excellent written and spoken English
- Proactive and adaptive approach, comfortable acting both independently and with the wider team
- High attention to detail
- Ability to multitask and meet deadlines
- Interest and experience in databases (we use DARS)
- Awareness of fundraising best practice and data protection regulations
- Proficient user of Microsoft Word, Excel, and Outlook
- Understanding of and belief in the value of higher education and the issues that face the sector and the University of Oxford in particular

### **Desirable**

- Line management experience
- Experience of working with volunteers, ideally in a fundraising capacity
- Copywriting experience

- Experience of fundraising in campaign mode
- Experience of designing attractive email appeals using tools such as Stripo, MailChimp and Canva

### **Terms and Conditions**

The salary will be £35,000 - £41,000 per annum, depending on experience, for a 37.5 hour week (usually 8.30am – 5.00pm with 30 minutes for lunch (with flexibility)).

Benefits of working for the College include 36 days holiday (including bank holidays), the option to join a University pension scheme and one free meal whilst on duty and the kitchens are open.

We are a hybrid team with three days based in the office.

The post is to be filled as soon as possible. This is a full time permanent position, although four days a week would be considered. There will be an initial probationary period of six months. Applicants must be eligible to work in the UK.

To apply for this position, please complete an application form and equal opportunities monitoring form, available from <http://www.lmh.ox.ac.uk/about-lmh/jobs> and send this by email to [recruitment@lmh.ox.ac.uk](mailto:recruitment@lmh.ox.ac.uk), or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA.

**Deadline for applications is: midday on Friday 24<sup>th</sup> November 2023**

**First round interviews will take place on: Friday 1<sup>st</sup> December 2023**

**Final round interviews will take place on: Wednesday 6<sup>th</sup> December 2023**

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family friendly policies.

HR Office

October 2023