

JOB TITLE:	Major Gifts Assistant
BASE:	Hybrid, with at least 40% of working time spent at Oxford Hospitals Charity offices, Wood Centre for Innovation, Stansfeld Park, Oxford, OX3 8SB
SALARY RANGE:	£27,450 - £29,000 FTE (pro-rata'd for part-time)
CONTRACT:	Permanent
HOURS:	Full Time (37.5 hours), with part-time up to 30 hours per week considered
REPORTS TO:	Head of Major Gifts

Oxford Hospitals Charity is seeking an organised, collaborative and engaging individual to join our Major Gifts Team working across the Oxford University Hospitals NHS Foundation Trust to make a tangible impact on the lives of patients and staff.

The Major Gifts & Trusts team plays a key role in securing significant income from individuals, charitable trusts and foundations to support transformational projects across our hospitals. The role is central to ensuring fundraising activity runs smoothly and efficiently, helping to coordinate projects, maintain accurate records, manage donor and internal queries, and support engagement across the wider charity and NHS teams.

Join our small but impactful team to support our donors in funding projects that significantly improve patient care, and contribute to groundbreaking research, staff development, and training.

Key Responsibilities

INCOME GENERATION

- Provide day-to-day administrative support to the Major Gifts and Trusts fundraising team including drafting thank you letters, managing inboxes and coordinating requests for other teams
- Support the coordination and tracking of major donor and trust fundraising activity including prospect research, proposals and due diligence checks
- Maintain accurate records, actions and communications within the charity CRM database, Raiser's Edge
- Organise meetings, diary invitations and follow-up actions for the team.
- Support the preparation and submission of Trust and Foundation applications.

 charity@ouh.nhs.uk

 Oxford Hospitals Charity

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The Wood Centre for Innovation,
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www.hospitalcharity.co.uk

 01865 743444

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- Assist with drafting acknowledgement letters, stewardship updates and donor correspondence.
- Support Major Donor events as and when required with supplier bookings, venue coordination and invite lists

APPLICATION AND PIPELINE COORDINATION

- Monitor progress of grant applications, reports and funding deadlines
- Chase information, approvals and supporting documentation from NHS staff and other charity colleagues
- Help coordinate reporting requirements for funders and supporters
- Using Raiser's Edge, maintain internal tracking systems for applications, prospects and reporting deadlines
- Ensure shared folders are kept up to date, relevant and accessible

STAKEHOLDER ENGAGEMENT

- Act as a key point of contact for queries from colleagues across the charity, NHS staff and external supporters
- Build excellent relationships with clinical teams to gather information required for funding applications and reports
- Support collaboration between teams across the charity, especially Programme, Communications, Core Fundraising and the Supporter Care Team
- Help coordinate internal meetings and information sharing across departments.

DATA & COMPLIANCE

- Ensure donor and prospect records are accurate, up to date and compliant with GDPR and fundraising regulations.
- Support due diligence and gift acceptance processes where required
- Maintain confidentiality and professionalism when handling sensitive donor or patient-related information

GENERAL

- Provide flexible support to the wider fundraising team during busy periods or events.
- Participate in team meetings, training and organisational activities.
- Undertake any other duties appropriate to the level of the role.

Any other duties as reasonably required.

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Making a difference across our hospitals



The closing date for this role is Friday 5th June and any interested candidates should apply by sharing their CV and a covering letter detailing why they are suitable, to Eleanor Jones, Head of People at Oxford Hospitals Charity – eleanor.jones@ouh.nhs.uk

Applications will be considered as they are received so early application is encouraged.

We request no contact from agencies please.

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The Ideal Candidate

We anticipate that 40% of this role will be based at Oxford Hospitals Charity offices at Wood Centre for Innovation, OX3 8SB with the remaining 60% worked from home. Occasional travel to the OUH sites, including the Charity Hub, will also be required.

Will have:

- Strong interpersonal skills, enabling confident engagement with a diverse range of stakeholders.
- Demonstrated ability to work flexibly and calmly under pressure.
- Strong ability to work independently and collaboratively as part of a team, effectively managing a broad workload.
- Proficiency in handling a busy schedule with multiple demands on time.
- Proven track record in delivering excellent customer care within a similar setting.
- Basic financial administration skills, to receive and process donations.
- Proven IT skills including a good working knowledge of Microsoft Office and experience of working with databases.
- NHS or charity experience is desirable.
- Experience of working with volunteers also desirable.
- Willingness to work across multiple sites.

Will be:

- Pragmatic, adaptable, and action-oriented, with a talent for analysing operational issues and seizing opportunities.
- An excellent relationship builder, with demonstrable experience in a customer facing role.
- Comfortable with regular manual handling to ensure the delivery of hospital engagement programmes.
- Proud to represent Oxford Hospitals Charity, maintaining high standards of professionalism at all times and enjoy modelling our charity values – respect, ambition, collaboration, and openness, in all aspects of their work.
- Happy to work flexibly across the team, providing support where needed.
- Confident working in a sensitive environment, maintaining confidentiality at all times.
- Able to travel to different hospital sites to meet with and support the team.

We offer the following benefits:

27 days paid holiday per year, rising to 29 days after 5 years and 33 days after 10 years, plus 8 Bank Holidays (pro-rata'd for part-time employees)

Pension scheme with an employer contribution up to 6.5%

- Paid Sick Leave after completion of a 6-month probation period.
- Cycle to Work scheme - saving up to 39% on the cost of new bikes.
- Edenred savings scheme – offers and discounted gift cards for money off travel, days out, shopping, eating out, DIY etc.
- Interest Free Season Ticket loans (train/bus travel only)
- Employee Assistance Programme

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