



Senior Philanthropy Officer

Hybrid (two days per week onsite), Park End Street, Oxford
Grade 8: £49,119 - £58,265 per annum including the Oxford University weighting of £1,730 per annum

Permanent, full time (37.5 hours per week)

Reporting to: Head of Philanthropy

Saïd Business School, Social Sciences Division, University of Oxford

Vacancy reference: 187117



The role

The Senior Philanthropy Officer is a pivotal new role within Oxford Saïd's growing Development and Alumni team, with a primary focus on building transformational relationships with high-net-worth individuals — both alumni and non-alumni — who want to shape the future of business and society through philanthropy.

This post is one of two new Senior Philanthropy Officer roles which, together with a newly appointed Head of Philanthropy, will form a refreshed and expanding Development sub team within the wider Development and Alumni team function. This structure creates strong peer support, collaboration and shared ambition as the School enters a period of significant strategic growth.

While the post-holder will engage with trusts, foundations and corporately linked giving vehicles where these form part of an individual's philanthropic footprint, the core of the role is individual major gift fundraising: inspiring people, uncovering motivations, crafting bespoke donor journeys and securing significant commitments that drive the School's most strategic priorities.

With a bold new five-year strategy underway, this is a rare opportunity to help shape a major philanthropic step change for the School at a defining moment — as Oxford Saïd prepares to celebrate its 30th anniversary and looks ahead to its next era of global impact. You will be joining a growing, engaged and high-performing Development and Alumni team that is deeply committed to excellence, collaboration and ambitious fundraising.

This is an exciting opportunity for a talented fundraiser who thrives on getting out into the field, forming purposeful relationships and working closely with world-leading academics and senior leaders to translate their research and ideas into compelling, high-impact propositions. You will benefit from a well-researched and high-potential prospect pool, supported by a proactive research function and strong academic partnerships, enabling you to focus on building deep, strategic

donor relationships and securing significant philanthropic commitments.

If you are energised by connecting exceptional individuals with opportunities to make meaningful, lasting impact — and doing so within one of the world's most influential business schools — this role offers a rare chance to lead, innovate and contribute at the highest level.

Key criteria for success after one year

By the end of the first year, the Senior Philanthropy Officer will have:

- Built a strong, active prospect portfolio of at least 80 qualified individual donors and selected organisational prospects connected to individual relationships — each being thoughtfully cultivated and progressing through clearly defined donor journeys.
- Established trusted relationships with key academic partners, senior colleagues at Oxford Saïd, central University Development Office teams and relevant college and departmental stakeholders — particularly those with external-facing responsibilities.
- Delivered consistent, high-quality fundraising activity, meeting monthly engagement targets and demonstrating a robust pipeline capable of generating more than £1m in closed gifts by 18 months, with annual targets agreed with the line manager.
- Contributed meaningfully to strategic planning, helping refine and evolve Oxford Saïd's approach to individual philanthropy and related organisational giving over the next three to five years.

Responsibilities

Fundraising

- Lead a proactive programme of major gift fundraising, generating sustainable year-on-year growth in philanthropic income across the School's highest priority initiatives.
- Develop and implement tailored cultivation and solicitation strategies for each prospect,



securing gifts at the £50k–£1m+ level. Work closely with the Head of Philanthropy, Associate Director of Development, colleagues across the Development and Alumni team, academic champions and senior volunteers to shape and deliver compelling asks.

- Build and manage a dynamic portfolio of high-potential individuals (alumni and non-alumni), along with selected organisational prospects where these support or stem from individual donor relationships.
- Partner with the Prospect Research Manager to identify and qualify new prospects, including individual donors (alumni and non-alumni) and those giving via family foundations, corporately linked entities, donor advised funds and other philanthropic vehicles.
- Achieve personal income targets of £1m+ annually and maintain strong frontline activity levels, including 12–15 donor meetings per month.
- Develop and deliver bespoke stewardship strategies for all assigned donors, ensuring each supporter feels recognised, informed and deeply connected to the impact of their giving.
- Represent the School's philanthropic priorities to senior leadership, key volunteers and external stakeholders, contributing donor insights and strategic intelligence to high-level discussions across the School and wider University.
- Contribute to the ongoing refinement of the School's major giving fundraising strategies, using data insights and donor feedback to strengthen approach and performance.
- Translate complex academic work into accessible, compelling propositions that resonate with individual donors, demonstrating both intellectual credibility and emotional impact.
- Work with senior volunteers, alumni leaders and advocates who can support prospect

identification, cultivation and solicitation as part of a peer-led fundraising approach.

- Uphold best practice in donor cultivation, solicitation and stewardship, and collaborate effectively with college and central University development colleagues.

Events, cultivation and stewardship

- Work closely with colleagues in Alumni & Supporter Engagement and Donor Relations to design cultivation activities that inspire prospective major donors and offer meaningful opportunities for deeper engagement.
- Coordinate high-impact donor visits involving the Dean, senior faculty and School leadership to showcase Oxford Saïd's work and ambitions.
- Deliver personalised stewardship experiences, including bespoke impact reports, project-linked visits and tailored follow-up materials.
- Work within a supportive infrastructure that includes dedicated research, stewardship, communications and events colleagues, enabling the post-holder to focus on high-value, relationship-led fundraising.

General

- Ensure timely, accurate CRM record keeping, with contact reports entered within 48 hours of donor interactions.
- Promote a culture of philanthropy across the School's staff, faculty and external community.
- Provide regular reports on progress, including proposals submitted, meetings held and pipeline development.
- Ensure all philanthropic activity aligns with the University's ethical guidelines and complies with relevant data regulations.
- Benefit from Oxford Saïd's commitment to professional development, with access to



sector-leading training, mentoring and opportunities for career progression.

- Undertake other duties as appropriate to the grade and as required eg by line manager.

Selection criteria

Essential selection criteria – experience and knowledge

- A degree level education or equivalent experience.
- A strong track record in major gift fundraising within a complex organisation, with direct experience securing significant gifts — ideally from high-net-worth individuals, as well as from trusts, foundations or corporately linked philanthropic vehicles.
- Demonstrated success in meeting or exceeding ambitious financial and activity targets in a relationship-driven environment.
- Evidence of leading or significantly contributing to high-value donor relationships from cultivation through to successful solicitation.
- An understanding of business, entrepreneurship and innovation themes, and the ability to communicate these credibly and engagingly to non-specialist audiences.
- Knowledge of fundraising best practice, ethical frameworks and relevant data governance requirements.

Essential selection criteria – skills and abilities

- Strategic and tactical thinking, with the ability to align donor motivations with institutional priorities and develop sophisticated, long-term cultivation plans.
- Outstanding interpersonal and communication skills — written, verbal and in-person — with the ability to craft compelling donor-centric narratives.

- Confidence and credibility when engaging with senior executives, high-net-worth individuals, academics and volunteer leaders.
- Proven ability to lead major solicitations, personally asking for significant gifts or organising senior leaders to do so effectively.
- Knowledge and experience of using a fundraising CRM.
- Exceptional organisational skills, with the ability to manage a complex workload, adapt to shifting priorities and maintain accuracy under pressure.

Essential selection criteria – attitudes and attributes

- A genuine interest in business as a force for positive global change and enthusiasm for the mission and values of Oxford Saïd and the wider University.
- High emotional intelligence, sensitivity and discretion when working with senior academics and major donors.
- A proactive, ‘can do’ approach, with resilience, creativity and a commitment to excellence.
- Ability to thrive in a dynamic, fast-paced environment, balancing strategic priorities with responsive, relationship-led donor engagement.
- Integrity, sound judgement and a strong ethical compass, ensuring donor relationships and fundraising activity are conducted to the highest professional standards.
- A strong sense of accountability and focus, thriving in a target-driven environment while maintaining the highest standards of relationship-based philanthropy.
- Willingness to work flexibly, including occasional evenings and international travel as required.



- A strong team ethos, with the ability to work collaboratively across a newly expanding development structure and build productive relationships with colleagues at all levels.

Desirable selection criteria

- Experience of fundraising within a university or complex research environment, with an understanding of how academic priorities translate into philanthropic opportunities.
- Familiarity with working across a collegiate or multi-stakeholder ecosystem, navigating matrixed structures and building consensus across departments, faculties or institutions.
- Experience engaging high-net-worth individuals internationally, with sensitivity to cultural differences in philanthropic motivation and giving behaviours.
- Understanding of family offices, donor-advised funds or other philanthropic vehicles commonly used by individual major donors.
- Experience supporting senior volunteers, campaign boards or alumni leaders in cultivation and solicitation activities.
- An interest in or understanding of global business trends, entrepreneurship, finance or innovation — especially where they intersect with social impact.
- Professional training or accreditation in fundraising (eg CASE, IoF/CIOF), philanthropy or major gift practice.
- Knowledge and experience of using DARS, the University's central CRM, as well as Microsoft Dynamics and Salesforce.
- Experience of organising high-profile donor cultivation and stewardship events.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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 [Pre-employment checks \(https://hr.admin.ox.ac.uk/pre-employment-checks\)](https://hr.admin.ox.ac.uk/pre-employment-checks).



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 [How we are run](https://www.ox.ac.uk/about/how-we-are-run) (<https://www.ox.ac.uk/about/how-we-are-run>).

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at [Sustainability | Saïd Business School](https://www.sbs.oxford.edu/about-us/school/sustainability) (<https://www.sbs.oxford.edu/about-us/school/sustainability>).

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledges the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at [Saïd Business School](https://www.sbs.oxford.edu) (www.sbs.oxford.edu).

Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit [Social Sciences Division](https://www.socsci.ox.ac.uk) (<https://www.socsci.ox.ac.uk>).



How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website at [How to apply](https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply) (<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/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 upload 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 upload 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 internal candidates

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other post(s) before starting work in the new post.

- Before applying for this post, you are advised to read the [Internal Mobility Principles](https://hr.admin.ox.ac.uk/internal-mobility-principles) (<https://hr.admin.ox.ac.uk/internal-mobility-principles>). The principles promote good practice for moving into professional services roles and are designed to provide clarity on expectations for managers and individuals.

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 [Support with your online job application](https://staff.web.ox.ac.uk/recruitment-support-faqs) (<https://staff.web.ox.ac.uk/recruitment-support-faqs>).

Non-technical questions about this job should be addressed to HR.Recruitment@sbs.ox.ac.uk.

To return to the online application at any stage, please go to [Job Search](http://www.recruit.ox.ac.uk) (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 [Job applicant privacy policy](https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy) (<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>).

The University's Policy on Data Protection is available at [Data protection policy](https://compliance.admin.ox.ac.uk/data-protection-policy) (<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 [The EJRA](https://hr.admin.ox.ac.uk/the-ejra) (<https://hr.admin.ox.ac.uk/the-ejra>).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures. Please see [The EJRA](https://hr.admin.ox.ac.uk/the-ejra) (<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

The University of Oxford is committed to equal opportunity and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those underrepresented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Spectrum.Life is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See [Staff benefits](https://hr.admin.ox.ac.uk/staff-benefits) (<https://hr.admin.ox.ac.uk/staff-benefits>).

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 10%-14%.

University discounts

All University staff can purchase a TOTUM discount card for £14.99 for 12 months (£24.99 for 2 years, £34.99 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

University Club

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 [The University Club](http://www.club.ox.ac.uk) (www.club.ox.ac.uk) and [Oxford University Sport](https://www.sport.ox.ac.uk) (<https://www.sport.ox.ac.uk>).

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford