

Job Description



Summary

Job title	Development Executive – Gardens, Libraries & Museums (GLAM)
Division	University Administration and Services (UAS)
Department	Development and Alumni Engagement (DAE)
Location	University Offices, Wellington Square, Oxford OX1 2JD / GLAM sites across Oxford. With possible options for hybrid working.
Grade and salary	Grade 7: annual progression from £39,424 - £47,779 per annum, with a possible extension to £51,983, including an Oxford University Weighting of £1,730
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Head of Development – Museums and Gardens
Vacancy reference	186083
Additional information	<p>Applications are welcome and encouraged from all sectors of the community and we 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>

The role

This is an opportunity to join Oxford's DAE team and to make a significant contribution in support of the mission of one of the world's leading universities.

The Development Executive is a professional fundraiser (ordinarily with some prior experience), with responsibility for devising, implementing, and collaborating on approaches to high-level philanthropic donors, and for working with DAE and academic colleagues to articulate cases for support and develop fundraising strategy for priorities that typically relate to academic posts, scholarships, research programmes and capital projects.

Reporting to the Head of Development – Museums and Gardens, the DE will contribute as a member of GLAM Development team (and of DAE more widely), sharing knowledge and best practice, and supporting other team



members as appropriate. Other relationships will include the Executive Director of Development, the Senior Head of Development – GLAM, GLAM Development team members and DAE peers and colleagues.

This post will be focused on delivering major gifts for Oxford University's gardens, libraries and museums (GLAM), which form one of the greatest concentrations of university collections in the world.

The DE will have knowledge and experience of building pipelines, articulating cases for support, developing cultivation and solicitation strategies for major donors, and navigating institutional complexity. Once fully established in post (after one year), the DE will typically raise in excess of £500k per annum, and is responsible for developing a robust pipeline of around 100 donors and potential donors that supports multiple solicitations each year. The DE has a responsibility for balancing internal and external relationship-building, conducting a minimum average of 8 external meetings per month.

The DE will collaborate with colleagues across DAE and the university, including the other Major Giving teams, the international offices, Alumni Engagement, and Oxford's college-based development teams. In addition, the DE will work closely with DAE's Advancement Operations teams, which include Donor Relations, Events, Policy and Governance and Research.

DAE is committed to the professional development of its staff. There is a comprehensive induction process, and access to external training as needed. The Major Giving portfolio provides monthly peer-led training sessions and biannual Away Days, while DAE and Oxford's colleges have a collaborative programme of training and networking events, Advancing Oxford.

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.

- To develop cultivation and solicitation strategies for the University's donors in support of its academic priorities and to enhance development efforts
- To implement solicitation strategies to secure gift support at the 5- and 6- figure level.
The post holder will be expected to encourage prospective donors to consider making a gift to the University and, when appropriate, to personally solicit donations up to £500,000, often working jointly with an academic colleague and/or Development colleagues
- 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 £500,000 annually and achieve department-wide performance expectations of approximately 8-10 prospect meetings per month
- 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 articulating and publicising priority projects, as agreed by the University and the GLAM, in both written and verbal form. This will be undertaken in close collaboration with the line manager and DAE/academic colleagues, and with senior fundraising personnel in the collegiate University both in Oxford and overseas
- 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
- 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 protocols

- To ensure that a current and accurate record of all development strategy and activity for which the post holder is responsible, be maintained on DARS, the collegiate University's database
- To ensure all gifts comply with the University's standards on ethics and scrutiny and other relevant University policies
- To foster a positive understanding of the benefits and importance of philanthropy amongst Oxford's stakeholders
- To report regularly, against specified criteria, on development activity such as numbers of potential donors and donor meetings

You will also carry out any other duties which are requested by the line manager and are commensurate with the grade of this post.

Selection criteria

Essential selection criteria

Experience and knowledge

- Prior fundraising experience and direct involvement in securing major gifts
- Evidence of leading or contributing to a major relationship to achieve successful fundraising
- General knowledge of the subject area(s) relevant to the role and the ability to speak and write about them with fluency and authority

Skills and abilities

- The ability to establish credibility, confidence and robust relationships with existing and prospective donors and key stakeholders
- An ability to think both strategically and tactically about the relations between potential donors and fund-raising 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 major gifts
- Excellent communication skills
- An ability to ask for, or arrange for others to ask for, significant gifts
- The ability to promote interest amongst prospective donors
- Good social skills and cultural understanding, and a 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 senior levels
- Ability to thrive and work well under pressure whilst remaining aware of detail
- 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

Attitudes

- An interest in the work of GLAM and in the work of the University of Oxford more broadly
- Demonstrable ability to show highly nuanced sensitive and good judgement when working with key internal and external stakeholders
- The personal sensitivity, maturity of approach and determination that is needed when working with senior academics and prospective major donors to the University
- A willingness to work out of regular hours and to travel when required
- The candidate must work well in a team

- A commitment to demonstrating respect, courtesy and consideration within interactions with members of the University community
- A commitment to ensuring DAE provides a positive, supportive and inclusive environment for all
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Desirable selection criteria

- Experience of soliciting and securing 5-6 figure donations
- An excellent general level of education to degree level or equivalent or equivalent professional experience.

Oxford University's gardens, libraries and museums (GLAM) form one of the greatest concentrations of university collections in the world. Comprising over 21 million objects, specimens and printed items, they constitute one of the largest and most important research repositories in the world and provide an outstanding resource for scholars, students and members of the public, welcoming over 3 million visitors each year.

Museums

The four museums are home to over 8.5 million objects and specimens representing the natural world, global art and artefacts:

- The Ashmolean is the first public museum in Britain and its collections include the most important group of Raphael drawings in the world.
- The History of Science Museum - housed in the world's oldest surviving purpose-built museum building - contains the world's finest collection of historic scientific instruments.
- The Museum of Natural History holds the University's internationally significant collections of 7 million geological and zoological specimens, including the fossil bones of the first dinosaur ever to be described scientifically.
- The Pitt Rivers Museum houses one of the world's finest collections of anthropology and archaeology, with objects from every continent and from throughout human history.

Libraries

The Bodleian is the largest university library system in the United Kingdom. It comprises the principal University library – the Bodleian Library – and 27 libraries across Oxford, which provide services to 21st-century scholars across subject disciplines, from direct access to high-demand print collections to online access to journals, manuscripts, archives and databases. Together, the Bodleian Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts.

Gardens

The Botanic Garden is the oldest botanic garden in Britain. Founded in 1621, its collections have been used in teaching, research and conservation for 400 years, and it forms the most compact yet diverse collection of plants in the world.

The Arboretum, which has been part of the Botanic Garden since 1963, contains the finest collection of trees in Oxfordshire, including some of the oldest redwoods in the UK.

For further information please visit: <https://www.glam.ox.ac.uk/home>

There are a number of significant and exciting new developments and initiatives taking place across GLAM which will require philanthropic support, and therefore advice and support from a dedicated and talented individual comfortable working within higher education fundraising.

You will be responsible for managing a defined portfolio of projects requiring funding, as well as a portfolio of 75-100 prospects related to these projects drawn from individuals, trusts and foundations and corporations. You will

be responsible for the identification, cultivation, solicitation and stewardship of potential donors, typically in the range of £50,000-£500,000.

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:

<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.

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.

The Major Giving portfolio is led by the Executive Director of Development, and comprises eight teams: Foundations and Corporations; Gardens, Libraries and Museums; Humanities; Legacies; Mathematical, Physical & Life Sciences; Medical Sciences; Social Sciences; and Student Support & Sport.

For further information please visit: [Development Office \(ox.ac.uk\)](https://www.ox.ac.uk/development) and [HOME | Oxford Alumni](https://www.ox.ac.uk/home)

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.

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.

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 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 at 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 and information about your performance.
- 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 posts(s) before starting work in the new post.
- Before applying for this post, you are advised to read the [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:

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

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

recruitment@dae.ox.ac.uk

To return to the online application at any stage, please go to: 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.

Equal 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 under-represented within higher education. No applicant or members 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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for [sustainable travel](#) and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>. 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 a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

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

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See [Life in Oxford | Oxford University Jobs](#)

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.