Further Particulars

Major Gifts Officer

About the College

University College (‘Univ’) founded in 1249, is the oldest educational foundation in Oxford. The College has approximately 360 undergraduate students, 200 graduate students and 50 Fellows.

Similar to other Oxford colleges, Univ is an independent, self-governing establishment. Univ is headed by the Master and lead by the Governing Body of Fellows, which has overall responsibility for all aspects of running the College.

Univ has an endowment of over £140 million and a mature and well-established fundraising programme. It is one of the leading Colleges in Oxford for fundraising and alumni relations and amongst the most widely supported Annual Funds of UK higher institutions by a considerable margin.

The Development Team

The Development Team is primarily responsible for alumni relations and fundraising. They enable students to keep in touch with other members of the Univ community and with the College after they graduate. They also organize events for Old Members (alumni) including subject reunions, Gaudies (year group reunions) and special conferences and seminars.

The successful candidate will work as part of a team of seven including: The Development Director, Senior Major Gifts Officer, Annual Fund Manager, Individual Giving officer, Research and Database Officer and the Development Assistant.

While each member has specific responsibilities, it is a friendly ‘all hands on’ office where considerable teamwork is welcomed and expected.
The Role

The Major Gifts Officer plays a vital part in implementing Univ's campaign strategy, supporting campaign committee members and developing relationships with alumni around the world. The post-holder will report to the Development Director and work closely with the Senior Major Gifts Officer, the Annual Fund Manager and the Research and Database Office as well as other College Officers (see the job description for further information).

Pay and Benefits

The post is on the University of Oxford Grade 7 scale: £33,518 - £38,833 per annum. This is a permanent, full time position (based on a standard 36.5 hour week). In line with the responsibilities of the post, flexibility in working hours will be required. The role requires some out of hours work for events, meetings and travel (UK).

The post carries with it generous benefits, including:

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<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Child Care Voucher Scheme</th>
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<tr>
<td>30 days' annual holiday excluding bank holidays*</td>
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<tr>
<td>Pension</td>
<td>Occupational Sick Pay</td>
<td>Bicycle Purchase Salary Sacrifice Scheme</td>
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<td>Membership of the USS Pension Scheme</td>
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<tr>
<td>Family Friendly Policies &amp; Practices</td>
<td>Health Insurance Scheme</td>
<td>Training &amp; Development</td>
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<tr>
<td>Subject to qualifying</td>
<td>with access to spouse/partner and children</td>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate’s right to work in the UK and the receipt of satisfactory references.

How to apply

Applicants are asked to submit a completed application form and a covering letter. The application form is available at https://www.univ.ox.ac.uk/jobs-at-univ-2/. Late or incomplete applications may not be considered.

Completed applications should be sent by email to hr.admin@univ.ox.ac.uk or by post to HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is 12.00pm on 18 August 2018.

Inteviews - week of 27 August.

The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous recruitment monitoring form.