Job Description

Job Title: Major Gifts Officer

Accountable to: The Development Director

Accountable for: N/A

Liaison with: Senior Major Gifts Officer, the Annual Fund Manager and the Research and Database Office. In addition, the Master, Finance Bursar, Senior Tutor, Domestic Bursar and key Fellows.

Job Purpose

The Major Gifts Officer will play a vital part with the Development Director and Senior Major Gifts Officer implementing Univ’s campaign strategy, supporting campaign committee members and developing relationships with alumni around the world.

Main Duties and Responsibilities

- Taking an active lead on fund raising cultivating and asking potential donors for major gifts (initially £5k - £25k) carried out through face to face meetings;

- Building with advice from the Development Director and Senior Major Gifts Officer managing a portfolio of 100 - 150 major gift prospects in the UK;

- Defining clear strategies for the cultivation, solicitation and stewardship of each individual;

- Assisting in the identification of new potential donors and assessing current prospective donors for giving and inclination following visits;

- Developing relationships with existing donors and working with other key staff including Fellows and volunteers in order to make best possible approaches for prospective donors;

- Achieving goals for activity and revenue – increasing the number of visits per year and the number of major gifts received by the College annually;

- Establish effective working relationships with the Director of Development, Master, Finance Bursar, Senior Tutor, Campaign Board members, Development Advisors and other key Fellows;

- Supporting the Development Director and relevant committees in order to implement the Campaign strategy;

- Preparing regular reports on fundraising progress and approaches for Development and Campaign committee meetings;

- Ensuring effective stewardship of all major benefactor in collaboration with the Senior Major Gifts Officer, Research and Database Officer and the Development Director as appropriate;

Major Gifts Officer July 2018
• Exploring and developing relationships with parents, potential corporate sponsors and charitable trusts;

• Working with the Senior Major Gifts Officer, Annual Fund Manager and the Development Director to increase the solicitation of legacy pledges;

• Remaining informed on best fundraising practice, including any new development and legislation that affects fundraising activity;

• Liaising as appropriate with colleagues in the University’s central department office to ensure coordination of fundraising activity with the collegiate university;

• Overseeing the development office as necessary in the absence of the Director and carrying out other functions as the Director may require or administrative duties as required from time to time to support the work of the Development Office;

• Some travel will be required occasionally.

Any other duties in related areas which the Development Director may reasonably expect.
Person Specification

Knowledge and Abilities

**Essential**
- Fundraising experience and track record of success in raising gifts (a minimum of two years of experience in a face to face fundraising role);
- Ability to develop relationships from cultivation to solicitation to stewardship;
- Good communication skills (both written and oral) particularly demonstrating an ability to be persuasive;
- The ability to use Microsoft Office applications (Outlook, Word and Excel);
- Numerate and confident handling financial data;
- The ability to motivate and lead staff, volunteers and others;
- Belief in the importance of higher education and philanthropy;

**Desirable**
- Educated to degree level;
- Significant involvement in a campaign;
- Experience of fundraising in an academic environment or relevant institution;
- Understanding of and familiarity with Oxford and the collegiate system;
- International work experience;
- Experience with databases (working knowledge of Raiser Edge is advantageous).

Attitude and Approach

- Goal orientated and enthusiastic;
- Commitment, drive and determination to set up and undertake regular visits/meetings;
- Well-presented and demonstrating a professional approach to work at all times;
- Highly organised, able to plan and prioritise effectively;
- Ability to thrive and work well under pressure while maintaining an eye for detail;
- Ability to work well within a team as well as on one own initiative;
- Intellectually able to gain confidence of and have credibility within the academic community and with high profile individuals;
- Ability to think tactically, to listen well and translate ideas into action;
- Sound judgement, diplomatic and tactful qualities.