Job Description

Job Title: Senior Major Gifts Officer

Accountable to: The Development Director

Accountable for: N/A

Liaison with: 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 Senior Major Gifts Officer will play a vital part with the Development Director 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 £25k - £150k) carried out through face to face meetings.

- Building with advice from Development Director and managing a portfolio of 75 -100 major gift prospects both in the US and UK.

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

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

- Developing relationships with existing major 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.

- Managing the College’s Development Board which meets semi-annually and has three subcommittees. The UCDB (University College Development Board) is a committee of 10-15 Old Member volunteers tasked with advancing the College’s major gift fundraising.

- Establishing effective working relationships with the Director of Development, Master, Finance Bursar, Senior Tutor, College Development Board Chairman, Development Advisors and other key Fellows.

- Supporting the Development Director and relevant committees in order to implement the College’s advancement strategy.

- Preparing fundraising collateral for proposals and individual solicitations as well as regular financial reports on fundraising progress and approaches for internal and external committee meetings.
• Ensuring effective stewardship of all major and principal benefactors in collaboration with the Research and Database Officer and the Development Director as appropriate.

• Overseeing in conjunction with the College’s External Events Officer a fundraising events programme including leadership dinners (3 per annum) and two stewardship events focused on current Major and Principal Benefactors.

• Exploring and developing relationships with parents, potential corporate sponsors and charitable trusts.

• Working with the 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.

• Supervising 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.

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

Knowledge and Abilities

Essential

- Significant fundraising experience and track record of success in raising major gifts (considerable experience in a face to face fundraising role).
- Ability to develop relationships from cultivation to solicitation to stewardship.
- Educated to degree level.
- Sound judgement, diplomatic and tactful qualities.
- Outstanding communication skills (both written and oral) particularly demonstrating an ability to be persuasive.
- Ability to think strategically and tactically, assimilate complex information and translate ideas into action.
- Proven management and leadership ability, with effective chairing skills.
- Numerate and confident handling financial data.
- The ability to use Microsoft Office applications (Outlook, Word and Excel).

Desirable

- Significant involvement in a campaign or institutional fundraising operation.
- 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.
- Belief in the importance of higher education and philanthropy.
- A clear understanding of, and commitment to, the College’s values and academic purpose, in respect of both teaching and research.