Job Description

Job Title: Head of Development — Special Projects
Accountable to: Director of Development
Liaison with: Deputy Director of Development

Overview of Role:

To primarily develop and foster major internal and external relationships for the purpose of furthering the College’s strategic aims. As a major gift fundraising role, s/he would be expected to work both independently and part of a team on priorities as designated by the Director of Development. The role requires working with important volunteers, managing boards and facilitating groups to work on the College’s behalf.

The post holder will manage a portfolio of more than 75 major gifts prospects, and will be responsible for the identification, cultivation, solicitation and stewardship of potential donors able to support the University College, typically in the range of £25,000 - £1,000,000 over time. The post holder will be required to cover for or act in the place of the Director of Development or Deputy Director of Development from time to time internal and external meetings.

The applicant should have a progressive ‘can do’ attitude and recognise and embrace the value of adopting a collaborative and internally transparent approach to fundraising within the collegiate University structure.

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 flexible and adaptable, and able to contribute to the development of the fundraising function of the collegiate University. The expectations of the post holder will be reduced in relation to a full-time member of staff.

Main Duties and Responsibilities:

- To implement solicitation strategies to secure private gift support. The post holder will be expected to encourage prospective donors to consider making a gift to Univ and, when appropriate, personally to solicit a specific sum of money. This will require close consultation with the Director of Development and will require the post holder to work effectively with academic champions and volunteers.

- To play a crucial role in ensuring that philanthropic income against the core priorities of Univ rises in a steady and sustainable manner year on year through the successful acquisition of new gifts.

- To identify prospective donors with whom the College will aim to develop significant philanthropic relationships.
• To achieve personal income targets of at least £750k annually and achieve performance expectations of approximately 7-8 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 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 use his/her judgement, sometimes without reference, to determine what specific proposition should be put to a prospect, and under what terms, in order best to secure the prospect’s greatest potential level of support.

• To ensure that a current and accurate record of all development strategy and activity for which the post holder is responsible, be maintained on the Development Office’s database.

• To ensure all gifts comply with the University’s standards on ethics and scrutiny.

• To foster a positive understanding of the benefits and importance of philanthropy among stakeholders.

• To report regularly, against specified criteria, on development activity such as numbers of potential donors and donor meetings.

• To carry out such other functions as from time to time the Director of Development might require, commensurate with the level of this position.

Any other duties commensurate with the role and grade.
Person Specification

The work of the Development Office covers a wide range of activities and priorities which will inevitably change from day to day. All staff operate as a team, and, while each has his or her own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the University as a whole and especially with the numerous academic staff and volunteers.

Essential
(To be tested by CV/application)
Experience and knowledge

- An excellent general level of education to degree level or equivalent
- Proven fundraising experience in a complex organization and direct involvement in securing major gifts
- Evidence of leading or contributing to a major relationship to successfully secure philanthropic support

Skills and abilities

- The ability to think strategically and tactically about the relations between potential donors and fundraising goals, to provide specialist expertise in the area of major giving, and to develop a long-term strategy for the solicitation of major gifts
- Excellent communication skills, both oral and written
- An ability to ask for, or arrange for others to ask for, significant gifts to enable the College to maintain their world-class status.
- The ability to promote interest amongst prospective donors in the goals of the University College
- The ability to converse effectively and convincingly with a range of people, including major donors, academics and senior officers, and to represent the University College at the highest levels; the capability of representing the University College at a senior level
- Ability to thrive and work well under pressure whilst remaining aware of detail

Attitudes

- An interest in the Collegiate system of education
- An interest in how scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues
- An understanding of the University of Oxford and its goals in teaching and research
(To be tested in interview/exercise)

Skills and abilities

- Excellent personal presentation and communication skills, both oral and written
- 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
- Excellent social skills and cultural understanding, combined with the ability to converse effectively and convincingly with a range of people, including major donors, academics and senior officers, and to represent the University College at the highest level

Attitudes

- A combination of the personal sensitivity, creativity and tact that is needed when working with senior academics and prospective major donors to the College
- The candidate must have a flexible attitude and be prepared to work out of regular hours and to travel