



Summary

Job title	Deputy Head of Development – Humanities
Division	University Administration and Services
Department	Development Office
Location	Oxford: University Offices, Wellington Square, Oxford OX1 2JD, and Humanities Divisional Offices, Radcliffe Building - but you may be able to agree a pattern of regular remote working with your line manager.
Grade and salary	Grade 9: £52,815– £61,198 per annum with possible extension to £66,857
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Head of Development - Humanities
Vacancy reference	170115
Additional information	<p>Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. The Development Office is committed to equality and values diversity.</p> <p>Subject to HMRC guidelines and the availability of funding, a relocation allowance may be offered</p>

Development Office

The role of the University's Development Office is to help secure philanthropic support for the University. The Development Office works in partnership with academic and development colleagues throughout the collegiate University to build enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and to increase financial support for agreed academic priorities.

The Chief Development Officer and Director of the Development Office, Liesl Elder, reports to the Pro-Vice-Chancellor for Development and External Affairs. The Development Office is part of the central administrative departments of the University, collectively known as University Administration and Services (UAS) and works closely with the offices responsible for Alumni Relations, International Strategy, Public Affairs and Finance.

In 2019, the University and the colleges completed the *Oxford Thinking* campaign, which raised £3.34bn, and is the most successful fundraising campaign in higher education in Europe. The University is currently planning its next major campaign, and as a member of the Development Office, the post holder will have a key role to play in helping realise its successful delivery.

In addition to fundraising staff, the Development Office has a number of teams that cover particular support functions. These include the Donor Relations team (which ensures that donors are thanked and the University's



relationships with them appropriately stewarded); the Events team (which arranges high-level and bespoke events for donors and potential donors); the Research Team (which gathers information on potential and existing donors); the Development and Alumni Relations System (DARS) Support Centre (which supports the Development and Alumni Relations database); and the Communications team (which ensures that major and principal donors are made aware of the University's strategic fundraising priorities through tailored communications, including bespoke proposals and project information). It also works closely with the Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. There are also three overseas offices covering North America and Asia whose remit includes development; these offices are located in New York, Hong Kong and Tokyo.

For further information please visit: www.development.ox.ac.uk

The Development Office is committed to equality and values diversity. The Division holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The role

Oxford is the world's leading university for humanities teaching and research. The University's scholarship in languages, literature, history, philosophy, religion & the arts – from the earliest civilisation to the present day – enriches our understanding of humankind, and informs how we engage with historic issues and contemporary concerns. For further information, please visit <https://www.humanities.ox.ac.uk>

- In 2025 the Humanities Division and its development office will move into the new Schwarzman Centre. The Centre will co-locate Humanities faculties alongside the Institute for Ethics in AI, the Oxford Internet Institute, a state-of-the-art library, and a suite of performance spaces - including a 500-seat concert hall and the Bate Collection of Musical Instruments. Built to the highest environmental standards, it will be the largest Passivhaus-certified structure in Europe. No other such facility exists anywhere in the world. The successful candidate will fundraise for projects and opportunities associated with the new Centre and will benefit from working in this innovative space.
- The Schwarzman Centre will be a crucible for experimentation and co-creation. Open to the public, the centre will be a talent accelerator, bringing together new audiences with our academic community. Serendipity and spontaneity of artistic and intellectual exchange will be nurtured and sustained through partnerships with schools, museums, government and the creative industries.
- An ambitious cutting-edge Cultural Programme, powered by Oxford research, will host the world's greatest artists and performers and empower the next generation of leaders in the Arts. The Director of this programme is John Fulljames – previously Director of Opera at the Royal Danish Opera and Royal Danish Orchestra Associate and Director of Opera for the Royal Opera.

This role will report to the Head of Development. The team has ambitious plans to build on a period of growth and success raising funding for priorities across the division, including endowment of statutory and associate professorships, supporting graduate scholarships, research, access and outreach, and a number of key capital projects.

Philanthropy plays a critical role in enabling Oxford to maintain and build on its status as a world-class centre of learning. Major and principal gifts played a significant part in the success of the *Oxford Thinking* Campaign, which raised over £3 billion between 2008 and 2019. Recent major and principal gift donations have enabled the University to embark upon the following major projects:

- Reuben College
- The Stephen A. Schwarzman Centre for the Humanities
- The Beecroft Building (Physics)

The University of Oxford has been successful in raising donations from a broad range of donors, including alumni, non-alumni, foundations and companies. The support for the future of Oxford is worldwide: 50 per cent of the income comes from overseas.

Key relationships:	Head of Development – Humanities; Director of Development for Humanities and the Schwarzman Centre; the Humanities Development team; Humanities departmental and Divisional leadership; senior members of the University of Oxford Development Office; College development staff; senior academic and administrative staff; the Humanities Research Facilitation team
Direct reports:	Development Executives (2x Grade 7); Development Officer (Grade 6)
Purpose:	To support the strategic objectives of the Humanities Division and the University of Oxford through a) securing major gift philanthropic income from a portfolio of donors and prospective donors and b) managing the lower and mid-level fundraising and operational elements of the Humanities fundraising team, providing line management for roles that will include: Development Executive; Development Officer; Development Coordinator

This is a key role within the team and the post holder will have the opportunity to work with donors and academics at the highest level. Development at Oxford is well established and this role has the scope to work across a number of important and high profile projects.

The Humanities divisional development team is highly effective, working collaboratively with colleagues across the division and with expert colleagues in the Development Office. The Head of Division and the Faculty Board Chairs (Heads of Department) are closely involved with development. Humanities development is predominantly focused on three areas:

- Faculty endowment

To maintain its international distinction in Humanities scholarship, the University needs to substantially raise its levels of faculty endowment. This includes securing full endowments for new and existing chairs and associate professorships.

- Graduate Student Support

The Humanities Division is committed to raising external support for graduate study, helping to ensure that the brightest and best students can study at Oxford, irrespective of their financial status.

- Infrastructure

The Humanities Division is currently developing an ambitious capital strategy to support and enhance its delivery of teaching and research. This includes capital fundraising for the new Stephen A. Schwarzman Centre for the Humanities which is due to open in 2024.

The Humanities Development team is based at the Radcliffe Humanities building, alongside the Division's directorate, as well as the Philosophy Faculty and the Oxford Research Centre in the Humanities (TORCH). The Humanities Development team is part of the University's central Development Office, which is a short distance away at offices in Wellington Square.

The post holder will be highly motivated and will possess a strong drive towards getting out in the field and developing purposeful and effective relationships with prospective benefactors. The post holder will be expected to liaise with senior academics to shape fundraising propositions and to spend the greater part of their time identifying and meeting current or prospective donors. As a core element of their activity, the post holder will be expected to work closely with other development professionals of the Collegiate University.

The post holder will manage a portfolio of more than 100 major gifts prospects, and have an income target of £1.5m+ a year. The post holder will be responsible for the identification, cultivation, solicitation and stewardship of potential donors able to support Humanities at Oxford, typically in the range of £1m-£2m.

The successful candidate will recognise and embrace the value of adopting a collaborative and internally transparent approach to fundraising within the collegiate University structure. The post holder will work closely with colleagues across the Development Office, Humanities departments, Oxford colleges, central administration, museums and collections, and international offices to maximise gift potential from prospects who may have multiple connections and enthusiasms.

The post holder will be able to use the support services provided (accounting, database, communications, stewardship and research). The post holder will be based in central Oxford, but they may be able to agree a pattern of regular remote working with their line manager.

The line manager will regularly review progress. There may be opportunities for career development within the University Development structure. The office seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible, as well as a comprehensive induction process.

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 their 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.

Development Office values

The following points lay down the foundations of the working ethos, culture and values of the Development Office. 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 UODO, 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.

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, and able to contribute to the development of the fundraising function of the collegiate University.

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The main duties of this post will be as follows:

Reporting to the Head of Development – Humanities, the post holder will manage the cultivation and solicitation efforts involving a portfolio of donors and potential donors. The post holder will build and manage relationships for themselves and others at the University with this group of individuals, acting as liaison between the staff of the

Development Office, the Humanities Division, senior University officers, academics and other members of the collegiate University.

The Deputy Head of Development will provide line management for three members of the Humanities team (as outlined above).

Fundraising Responsibilities

- To identify, and to develop cultivation and solicitation strategies for a pipeline of six- and seven-figure donors
- To ask potential donors for gifts, either on their own or with others, and to support senior members of the University and volunteers in this process
- To achieve personal income targets of at least £1.5m annually and achieve department-wide performance expectations of approximately 10 prospect meetings per month
- To build and manage a network of relationships with prospective donors (in the UK and abroad). To facilitate and coordinate all communication with these potential donors and among their relationships across the collegiate University. To promote positive relations with these individuals
- To research and identify potential donors. 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 play, as appropriate, a full role in the commissioning, drafting and review of bespoke funding proposals for major gift solicitations
- To evaluate various gift opportunities and giving vehicles and recommend the most suitable for a particular donor
- To facilitate interaction with key potential donors by the Head of the Humanities Division, the Chief Development Officer, the Pro-Vice-Chancellor for Development and External Affairs, the Vice-Chancellor and senior academics
- To travel internationally as required commensurate with Oxford's standard expectations for fundraising activity, contact and travel
- To interact with internal contacts such as Pro-Vice-Chancellors, Heads of Division, and other Development staff to consult on University needs, to formulate strategies to promote prospect engagement with the University, and to identify potential high level donors
- To assist with the strategy for and creation of written communications from senior academics, and other senior staff, in line with prospective donors' interests
- To use their judgement, without reference, to determine what specific proposition should be put to a potential donor, and under what terms, in order best to secure the prospect's greatest potential level of support
- To be responsible for formulating and implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager
- To optimise philanthropic support for the Collegiate University and to adhere to best practice in prospect cultivation, solicitation and stewardship
- 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
- Alongside the other development professionals within the collegiate University, to have a University-wide responsibility to develop fundraising relations for the University as a whole

Stewardship responsibilities

- With the Head of Development – Humanities, to oversee and implement a stewardship strategy/programme for Humanities donors at every level. The programme will include donor reporting, special events, and membership of the University's recognition circles (in collaboration with Donor Relations)
- To oversee the stewardship responsibilities of the Development Officer and Development Coordinator
- To commission and review regular audits of lapsed donors (with a view to renewal)
- To work with the Legacies Officer to ensure there is an appropriate programme in place to steward potential legacy donors

Management and operational responsibilities

- To provide line management for the Development Executive, Development Officer and Development Coordinator, setting objectives, monitoring and evaluating performance, and supporting them in their professional development.
- To deputise for the Head of Development – Humanities, as required
- To contribute to the development strategy for Humanities, in close collaboration with the Head of Development – Humanities
- To devise and implement strategy for supporting complex gifts for research, working closely with the Humanities Research Facilitation team, corporate partners and senior academics
- To assess and offer, as appropriate, training and development opportunities for the wider Humanities team
- To ensure DARS is regularly and accurately updated for all members of the Humanities team, ahead of monthly pipeline review meetings
- To provide regular updates to the Head of Development – Humanities and the Director of Development for Humanities and the Schwarzman Centre on the progress of fundraising and stewardship within the areas overseen by the post holder

Communication and External Responsibilities

- To understand complex academic projects and articulate them in ways both likely to be understood by prospective donors and result in optimal philanthropic support, marketing the institution and its philanthropic goals at the highest levels
- To identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation; to recruit, develop, and lead internal working groups and external networks, including international volunteer groups at the highest level; to be responsible for setting their goals and vision
- To devise an ongoing programme of domestic and international travel to meet with donors and prospective donors with the potential to make major contributions to Humanities
- To report and present to senior officers, academics and committees across the collegiate University

To carry out such other functions as from time to time the Head of Development - Humanities might require, commensurate with the level of this position

Key Criteria for Success

After 12 months in the role the successful candidate will be expected to have:

- Solicited 3-5 six- and seven- figure gifts

- Become a fully integrated member of the Humanities team with activity targets and prospect pipelines in place
- Built strong relationships with their portfolio of potential donors and donors
- Provided professional line management of direct reports
- Contributed to the wider team strategy and helped to shape and develop wider relationships between the Humanities Development team and colleagues across the collegiate university
- Provided effective support to the Head of Development – Humanities and the Director of Development for Humanities and the Schwarzman Centre

Selection criteria

Essential selection criteria

To be assessed by application/cv

Experience and knowledge

- Significant major gifts fundraising experience, including proven success in personally securing six and/or seven figure gifts in the UK and/or internationally
- Experience of devising sophisticated cultivation and solicitation strategies and managing with proven success a portfolio of major gifts prospects
- Line management experience
- Experience gained in a successful and substantial fundraising campaign
- An interest in higher education
- Experience of an institution which is both international and complex, and of the highest reputation

Skills and abilities

- Proven ability to develop good working relationships with the academic community and to work closely with academics, university leaders, and administrators
- A proven ability to work well under pressure in a complex and demanding environment
- Line management competencies, including objective setting, reviewing performance and identifying training and development needs
- Capacity to apply innovative and practical problem solving skills to the challenges at hand
- An ability to solicit major gifts

Desirable selection criteria

- A degree or equivalent
- Experience of working with high net worth individuals
- An understanding of the University of Oxford and its goals in teaching and research
- Broad knowledge of and interest in the arts, humanities and heritage issues and the ability to speak and write about them with fluency and authority
- Fluency in modern languages other than English

To be assessed by interview/exercise

Experience and knowledge

- Significant major gifts fundraising experience, including proven success in personally securing six and/or seven figure gifts in the UK and/or internationally
- Experience of devising sophisticated cultivation and solicitation strategies and managing with proven success a portfolio of major gifts prospects
- Line management experience
- Experience gained in a successful and substantial fundraising campaign
- An interest in higher education
- Experience of an institution which is both international and complex, and of the highest reputation

Skills and abilities

- Superior written and oral communication, negotiating, organisational, analytical and fundraising skills, including the ability to interpret financial information and manage data.
- The capability of representing the University at the highest levels of society
- The ability to work independently and collegially with a wide range of people, internal and external to the University
- The ability to “think on their feet” to change planned proposals to meet donors’ needs in situations where it may not be possible to refer or seek guidance from senior staff
- The ability to think strategically
- The ability to manage multiple projects and deadlines

Attitudes

- To have the confidence to apply own initiative to resolve challenges
- A versatile attitude towards the tasks in hand, as well as the abilities to manage priorities and to think laterally and creatively
- Willingness and ability to travel, both in the UK and internationally, and to work weekends and evenings when necessary
- A combination of personal sensitivity, creativity and tact that is needed when working on one’s own initiative with senior academics, volunteers and prospective major donors to the University
- An approachable and empathetic manner in supporting direct reports with their own professionalism and personal development
- High levels of professionalism, self-motivation, and organisation, and an ability to manage complex issues effectively

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. 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 to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Travel outside of Europe or North America on University Business

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.

For more information, please visit www.ox.ac.uk/about/organisation.

We encourage applicants from all sectors of the community and are keen to encourage candidates from under-represented groups to apply. The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. For more information about equality-related networks for staff and students, please visit <https://edu.admin.ox.ac.uk/networks#/>

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 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 directly – *please email* recruitment@devoff.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.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the

relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

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

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.