

## Summary

<b>Job title</b>	Senior Development Executive – Cultural Programme
<b>Division</b>	University Administration and Services
<b>Department</b>	Development Office
<b>Location</b>	Humanities Divisional Office, Radcliffe Humanities, Woodstock Road, Oxford, and University Offices, Wellington Square, Oxford OX1 2JD - but you may be able to agree a pattern of regular remote working with your line manager.
<b>Grade and salary</b>	Grade 8: £45,585 - £54,395 with a discretionary range to £59,421 (per annum)
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Development – Humanities
<b>Vacancy reference</b>	170131
<b>Additional information</b>	<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 Development Office is led by the Chief Development Officer, who 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](http://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.
- A 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. It will enable collaboration between artists, cultural practitioners, and leading academic researchers to fuel innovation and enrich research and public engagement. 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 focus on raising funds for the ambitious Cultural Programme. It will report to the Head of Development - Humanities. The team has 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:

**Internal:** Development Office; Director, Cultural Programme; Executive Producer, Cultural Programme; Head of Audiences, Cultural Programme; Head of Humanities; academics in the Humanities Division; keepers and academics within the University museums and the Divisions as necessary; the Public Affairs Directorate; Alumni Office; the Vice-Chancellor, and the Pro-Vice-Chancellors; and senior members of the colleges, University Administration and Services.

**External:** Alumni, UK and overseas donors and prospects (individuals, Trusts and Foundations, companies and other institutions).

**Purpose:** To identify and cultivate major donors, to develop successful, long-term relationships with key individuals based on an understanding of the benefactors' interests and needs, to develop sponsorship opportunities, and, working closely with senior colleagues, to secure substantial personal donations and funding from trusts and foundations and, through sponsorship, from the commercial sector in support of the University's Cultural Programme.

The Senior Development Executive will work closely with the Director of the Cultural Programme and their team (with oversight from the Head of Humanities), to forge relationships with potential high-level benefactors to the Cultural Programme. This is both a proactive and a reactive role, requiring tact and sensitivity, initiative and determination. The post-holder will be highly motivated and enthusiastic about the Cultural Programme and its aims and ambitions. They will be target driven, and able to think creatively.

Both in the build-up to the Centre's opening and once it is fully operational this post will focus on securing support for the Cultural Programme's programmes and key staff.

The Senior Development Executive will be a keen networker, with the ability to speak to high-ranking individuals both within and outside the University. Among their strengths will be relationship building, proposal writing / articulating a compelling case for support, being sensitive to both donors' and the Programme's needs, planning and negotiating.

The postholder will spend the greater part of their time meeting current or prospective donors in the United Kingdom, although occasional overseas travel may also be required. When working in Oxford, the post holder will be based in the Humanities Division, and in the central University Development Office.

The post holder will be able to use the support services provided (accounting, database, communications, stewardship and research).

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

The main duties of this post will be as follows:

- To identify and cultivate philanthropic relationships with prospective donors to the University involving and briefing senior staff as required, i.e. Director, Cultural Programme and Head of Humanities. Prospective donors will be drawn from several groups: high net-worth individuals (both alumni and non-alumni), the corporate sector, trusts and foundations and other funding bodies.
- To achieve agreed financial philanthropic targets with a focus on but not limited to the Cultural Programme (exclusive of commercial sponsorship).
- To devise and implement solicitation strategies to secure major donations, legacies and commercial sponsorship in consultation with their line manager, the Director of the Cultural Programme and other senior Humanities academics as required. The post holder will be expected to personally solicit gifts between £100,000 and £2 million.
- To be responsible for implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager, and contribute to wider donor stewardship for the whole Humanities donor portfolio.
- To identify, recruit and work with high-level volunteers who can assist with prospect identification, cultivation and solicitation. To support those volunteers in soliciting gifts as appropriate.

- To contribute to the planning and implementation of events in the UK and overseas where there is a strategic opportunity to engage prospective/existing donors. This will include planning and preparing itineraries and prospect meetings, consulting on event content, inputting into guest lists, and hosting guests at events.
- To write and present reports, briefings and relevant papers as required to relevant committees (e.g. Advisory/Steering Groups, Humanities Planning and Resources Committee).
- To optimise philanthropic support for the collegiate University and to adhere to best practice in prospect cultivation, solicitation and stewardship. This will involve collaboration with College-based and other development staff in line with agreed principles and protocols
- To ensure that a current and accurate record of all development strategy and activity for which the post holder is responsible be maintained on DARS, the collegiate University's database
- To actively champion the Cultural Programme, sharing events, projects and priorities with other fundraising teams in the Development Office and the collegiate University to maximise opportunities for fundraising.
- To carry out such other functions as from time to time the line manager might require, commensurate with the level of this position, including attendance of evening and weekend events when required and short international business trips.

## Selection criteria

### Essential selection criteria

#### To be assessed by application/cv

##### *Experience and knowledge*

- Proven major gift 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 Cultural Programme, the Humanities Division and the collegiate University to maintain their world-class status
- The ability to promote interest amongst prospective donors in the goals of the Cultural Programme, the Humanities and the University as a whole
- The ability to converse effectively and convincingly with a range of people, including major donors, academics and senior officers, and to represent the University at the highest levels; the capability of representing the University at a senior level
- Ability to thrive and work well under pressure whilst remaining aware of detail

### *Attitudes*

- A passion for the Arts and Humanities.
- A tenacity and eagerness to be 'out in the field' soliciting and securing major gifts on a regular basis
- The candidate must be prepared to work out of regular hours and to travel (for example, regularly attending events organised by the Cultural Programme during the evening and weekends)

### To be assessed by 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 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 University
- The candidate must have a flexible attitude and be prepared to work out of regular hours and to travel

### Desirable selection criteria

- A good general level of education, including a degree or equivalent
- An understanding of the University of Oxford and its goals in teaching and research
- Proven success in securing commercial sponsorship
- Experience of working with funding organisations related to arts and culture, as well as related outreach and engagement projects.
- Experience of developing effective Friends/Patrons schemes.
- Experience of working on the University's fundraising database DARS

### 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](http://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

To apply for this role and for further details, including a job description and person specification, please email Hannah at Harris Hill on [hannah.laking@harrishill.co.uk](mailto:hannah.laking@harrishill.co.uk) or call her on 02078207331.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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.

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## 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).

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## 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](mailto:recruitment@devoff.ox.ac.uk)*

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> 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](http://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 dependents. 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](http://www.newcomers.ox.ac.uk).