

## Job description and selection criteria

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| <b>Job title</b>        | <b>Head of Development &amp; Alumni Relations</b>  |
| <b>Division</b>         | <b>Social Sciences</b>   |
| <b>Department</b>       | <b>Blavatnik School of Government</b>  |
| <b>Location</b>         | <b>Radcliffe Observatory Quarter, Walton Street, Oxford, OX2 6GG</b>   |
| <b>Grade and salary</b> | <b>Grade 9: £52,815 - £61,198 (with a discretionary range to £66,857) per annum</b><br><b>For outstanding candidates with exceptional experience, a market supplement and further incentives may be available.</b> |
| <b>Hours</b>            | <b>Full-time</b>   |
| <b>Contract type</b>    | <b>Permanent</b>   |
| <b>Reporting to</b>     | <b>Associate Dean, Philanthropy</b><br><b>Chief Operating Officer</b>  |
| <b>Vacancy ID</b>       | <b>171126</b>  |
| <b>Closing date</b>     | <b>12 noon (UK time) on Tuesday 3 September 2024</b><br><b>Interviews will be held on Thursday 4/Friday 5 September 2024</b>   |

### Overview of the Role

#### ABOUT THE BLAVATNIK SCHOOL OF GOVERNMENT

At the Blavatnik School of Government, our vision is of a world better led, better served and better governed. In an increasingly polarised world, this goal has never felt more urgent. We pursue it through research, teaching, and engagement that is led by the needs of governments and the people they serve. Our approach is characterised by optimism: we look at what works, wherever success is found, and try to help countries learn from other countries. This approach is global – we believe exceptionally so. Our community of staff, students, alumni and policymakers stretches to at least 130 countries, and to the highest levels of public leadership. We bring rigorous research to the big challenges facing governments; and we teach, convene and partner with the people who will grapple with them, today and in the future. The three pillars of our work are:



**Teaching.** Our competitive Master of Public Policy (MPP), MSc in Public Policy Research, and Doctorate in Public Policy attract brilliant and innovative minds, coming from over 50 different countries in any given year, and from a spectrum of professional and disciplinary backgrounds. Our degree programmes have a distinct focus on making a difference in the real world through collaborating with others, and on deeply considered values and ethics. Over 1,000 alumni across well over 100 countries are improving the lives of citizens in their own communities, as elected politicians (including government ministers), senior government officials, humanitarians, social entrepreneurs, diplomats, educators, conservationists and more. We also run a suite of executive programmes that engage people already at the top of the public sector.

**Research.** In our research, just as in our teaching, we focus on what governments need – whether improving education, reducing corruption, managing a pandemic, or preventing armed conflict. Our faculty are driven to make a difference in the real world, not just in their academic discipline – though thanks to their brilliance, they usually do both, with their research often attracting the most prestigious grants, and their findings appearing in top-level journals as well as in government policies.

**Engagement.** We use our convening power to bring people together – across disciplines, sectors, countries and ideologies – to share knowledge and ideas, and to help forge cooperative solutions that create lasting change. In a world in which many people are shouting rather than listening, we create spaces for leaders to seek common purpose – particularly with those whom they disagree with most fiercely. From our executive programmes to our events and seminars; from our fellowships bringing practitioners into our community to the formal advisory positions many of our faculty hold in government; we seek to build and strengthen bridges into policymaking – and bridges between policymakers.

Our success relies on our people. Whatever their role, every single member of our School shares a commitment to a world better led, served and governed. We seek candidates not just with relevant experience, but with the drive and tenacity to help make change. At the Blavatnik School of Government, you can expect a working environment characterised by zeal and driven by purpose.

The Blavatnik School of Government sits within the Social Sciences Division. You can find more information on the [Blavatnik School of Government's website](#).

### **About you**

The events of recent years have highlighted how important the actions of governments are to the lives of citizens. How governments use evidence to inform decisions, how they communicate these to the public, how the state is organised to implement policy and the extent to which public institutions and public servants act with integrity are all critical. These questions are at the heart of our work.

Launched in 2010 and welcoming our first students in 2012, we are the newest department in a 1,000-year-old university. After a decade of intense growth, our

turnover is c.£18m, our staff (academic and non-academic) number over 195, we have c.200 on-course students, and we have educated well over 2,000 alumni from our degree and executive programmes. Having thrived in our first 15 years, we have ambitious plans for our next 15 years to catalyse even greater change in the world.

To support these ambitions, we are investing in our development function. We are delighted that, from the Autumn, we will be joined by our first Associate Dean for Philanthropy who will be bringing their deep expertise and expansive networks to the School. They will spearhead a new strategy to take our fundraising and partnerships to the next level.

The School is looking for an experienced development professional to join us as Head of Development & Alumni, to work with our new Associate Dean as a senior leader in School and our professionals services cadre.

The postholder will co-create the new approach to funding and philanthropic partnerships with the Associate Dean; provide day-to-day leadership across the development and alumni teams; and be personally responsible for the identification, cultivation and solicitation of potential donors and partners, typically in the range of £250,000 - £2,000,000, delivering well in excess of £3m+ per year.

The successful candidate will have an impressive track record in raising significant gifts, preferably in the higher education and/or public policy field; and of leading development and/or alumni teams at a senior level with the ability to build and maintain an inclusive, high-performing and outward facing culture. S/he will be a senior leader in the professional services team, with the ability to work collaboratively across boundaries and spot opportunities for improvement through innovation and joint working.

## **Responsibilities**

### ***Strategic leadership:***

1. Reviewing existing national and international fundraising strategies with the Dean and Associate Dean, playing a leading role in developing new strategies and approaches for fundraising for the next five-year period which support institutional priorities and maximise philanthropic activity.
2. As one of the two senior leaders of the Development & Alumni function, contribute to the professional development of all team members by sharing and modelling best practice and providing mentoring opportunities for individual members of the fundraising team as appropriate.
3. Working closely with Associate Dean and the team, contribute to the design, development, and implementation of a principal gift donor stewardship strategy which delivers a comprehensive stewardship programme, dedicated to high quality and personalised commitment to recognising and valuing the School's donor community.
4. As a member of the School's professional services leadership team, help shape and influence our approach to high-performing, joined up services – spotting opportunities to innovate and collaborate to continually improve.

### ***Prospect Management, Income Generation and Donor Care, including Philanthropic Partnerships:***

5. Working closely with the Dean, Associate Dean, senior faculty, members of the [International Advisory Board](#) (IAB), and alumni to identify and cultivate prospective donors to the point where they can be solicited for a major gift.
6. Initiate prospect research and direct the focus of the Development team or the University's prospect research team to support identification, cultivation and stewardship of potential donors through calls, visits, events and other forms of communication.
7. Act as lead relationship manager for a portfolio of donors in your care, providing excellent donor care at all times. Oversee team members to provide the same levels of relationship and care to their donor portfolio.
8. Independently manage the production of effective written proposals. This includes but is not limited to developing a case for support, including financial information and presenting the information in an accessible style and layout.
9. Review and develop our approach to philanthropic partnerships, including stewardship of existing partnerships and identification of potential new ones.
10. Oversee the production of clear and up-to-date records on donors and prospect management in the Development team tracker and the University management system; DARS.
11. Demonstrate a full understanding of the School's responsibilities to its donors and uphold the University's policies on the acceptance of gifts.
12. Remain up-to-date with developments in fundraising and keep abreast of relevant philanthropic news, charity law and other relevant regulations.
13. Observe and comply with the University's policies and regulations, including the key policies and procedures on confidentiality, conflict of interest, ethics, data protection, equal opportunities, financial regulations, health and safety.

### ***Alumni Relations***

14. Lead and oversee the implementation of the School's alumni engagement strategy, continuing to review and further develop our approach to maximise impact on the School's mission.
15. Oversee the programme of high-quality events and engagement with our ever-broadening alumni community.
16. Oversee engagement of our alumni in the work of the School, including offering a wide range of ways to interact with School in support of its teaching, research and engagement.

### ***Management***

17. Direct line management for 2 x development managers and 1 x alumni relations manager, setting clear objectives. Wider responsibility for leading a team of 7-8 professional staff members. Conduct professional reviews and appraisals and look to provide professional development opportunities, including identifying training opportunities and support where required. Ensure

line managers take the same approach to their direct reports. Take a lead role in structure, shape and recruitment of the team.

18. Develop close collaborative relationships with colleagues within the School – particularly fellow professional services team leaders - and across the collegiate University, including development colleagues in the University's international offices.
19. In addition to the above areas of responsibility, the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

## **Selection criteria**

### **Knowledge and experience**

- Qualified to degree level or equivalent.
- A proven track record in major gift fundraising and demonstrable ability to ask for and secure major gifts.
- Strategic thinker with an ability to identify new opportunities for developing income streams.
- Experience of working with high-net-worth individuals and/or funding organisations.
- Knowledge of fundraising best practice, data protection laws and benchmarking processes.
- Experience of CRMs and data manipulation/analysis – extraction and analysis of statistical data, production of meaningful reports with the ability to problem solve.
- Confident user of the Microsoft Office toolset, including Excel, and broad competence in a range of software applications including email, web browsers etc.
- Clear understanding of the importance of stewardship and the role it plays in major gift fundraising.

### **Skills and abilities**

- Excellent team leadership with the ability to build and maintain an inclusive, high-performing and outward facing culture in which every team member is supported to perform at their best and to collaborate with others.
- Very strong influencing and relationship-building skills, an excellent and proficient communicator.
- The confidence, sensitivity, and awareness to deal with high-profile individuals and make successful requests for financial support at significant levels.
- Demonstrable experience of prioritising workload and working to tight deadlines with excellent attention to detail.
- The ability to produce persuasive donor proposals and present qualitative and quantitative information in a professional, creative, succinct, and compelling way to convey information.
- Ability to develop productive relationships with a variety of staff, alumni, students and senior volunteers.

### **Attitudes**

- Collaborative – able to form strong and productive relationships across organisational boundaries, spotting opportunities to join up services
- Flexible and agile and prepared to take on other duties as and when required.
- Professional, diplomatic with sound judgement.
- Proactive and self-motivated.
- Willingness to embrace new ideas and innovative and creative approaches.
- Resilient, with excellent problem-solving skills.
- Calm under pressure, with positive can-do attitude.

### **Desirable**

- Previous experience of securing complex significant principal gifts.
- Previous experience of working in a senior fundraising role in a higher education and/or public policy setting.

## **The Blavatnik School of Government**

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 145 MPP students, six MSs students, and eight doctoral students a year.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## 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).

## 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 short 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 dependents).

**If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account. The selection committee will also be mindful of the impact that the**

## **Covid-19 pandemic may have had on candidates' careers as a result of additional caring responsibilities or other factors.**

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 via [recruit@bsg.ox.ac.uk](mailto:recruit@bsg.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).