

## BLAVATNIK SCHOOL OF GOVERNMENT

### Summary

<b>Job title</b>	Development Manager (Scholarships)
<b>Division</b>	Social Sciences
<b>Department</b>	Blavatnik School of Government
<b>Location</b>	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 (discretionary range to £48,350) per annum, dependent on experience
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term for three years
<b>Reporting to</b>	Director of Development
<b>Vacancy reference</b>	172247
<b>Additional information</b>	The closing date for applications is 12 noon (UK time) on Monday 29 April 2024

### The role

For over a decade, the Blavatnik School of Government has attracted the very best, most inspiring citizens into public service; catalysts for change who are dedicated to improving public policy and delivering good government for their communities.

These talented and aspiring leaders come to the School, irrespective of financial circumstances or socio-economic background, because of the scholarships that we are able to offer them.

As a result, the most gifted candidates can choose public service over other career options, enabling them to go on to make positive and lasting differences to public policy across the globe, working on innovative projects and policies spanning anti-corruption, human rights, education and climate change.

Securing funding for scholarships is crucial to advancing our mission, and to ensure we can continue empowering the next generation of public leaders through their studies at the School, we are seeking a creative, talented and collaborative fundraiser to join us.



The Development Manager (Scholarships) will lead the fundraising for scholarships at the School with the aim of attracting high-value gifts in support of students across the School's programmes.

Is this you?

You are a gifted storyteller, able to creatively communicate the extraordinary and innovative work of the School, the inspirational people in our global community, and the compelling stories of impact in the societies and communities that our supporters care about.

You are passionate and enthusiastic about our mission, and able to inspire potential donors with that passion.

You have a track record of income generation at a senior level and will use this experience to secure funding from individuals, alumni, organisations including government in support of scholarships and ensure that current donors are effectively stewarded.

You have well-developed influencing, negotiation and inter-personal skills. You are strategic, organised and ambitious, someone who understands how to focus on the detail, without losing sight of the bigger picture.

If you're ready to use your storytelling talents and fundraising experience to make a real difference, we want to hear from you.

## Responsibilities

### **Fundraising**

- Manage the portfolio of current and future scholarship donors, maintaining close personal relationships with each in your portfolio with a view to securing £2m for student support per annum.
- Work closely with the Director of Development, Dean, senior faculty, members of the International Advisory Board and alumni to identify and cultivate prospective donors to the point where they can be solicited for a major gift. This includes advising the above on the best approach for engaging a prospect and ensuring that the engagement strategy is implemented collaboratively. This may require arranging and curating meetings or events, co-coordinating diaries and travel, drafting detailed briefings and devising follow-up strategies.
- Initiate your own prospect research and direct the focus of the development officer or the University's prospect research team to support your identification, cultivation and stewardship of potential donors through calls, visits, events and other forms of communication.
- 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.
- Liaise with the Stewardship Officer to implement a programme in order to thank and maintain long term relationships with major donors, including correspondence, invitations, personal meetings and publicity as appropriate.

- Maintain clear and up-to-date records on donors and prospect management in the Development team tracker and the University management system; DARS.
- Demonstrate a full understanding of the School's responsibilities to its donors and uphold the University's policies on the acceptance of gifts.
- Remain up-to-date with developments and trends in fundraising and keep abreast of relevant philanthropic news, charity law and other relevant regulations.
- Contribute to the overall fundraising strategy of the School and offer support and take up any duties assigned by the Director of Development.
- 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.

### **Donor Communications**

- Working closely with the External Relations team and donor and partner relations officer to develop engaging donor communications including web pages, curated donor updates and content for the School's annual donor report.
- Support the Director of Development in mentoring the donor relations officer in developing their skills by having regular meetings, particularly in relation to scholarship donors.

### **Teamwork**

- Liaise with colleagues in the External Relations team to ensure that appropriate outreach campaigns are undertaken to attract the best candidates for scholarships.
- Maintain a close working relationship with colleagues in the Admissions team to ensure that scholarships are awarded in line with donor wishes.

In addition to the above areas of responsibility the position may be required to undertake any other reasonable duties relating to the broad scope of the position.

## **Selection criteria**

### **Essential selection criteria**

1. A good undergraduate degree from a research-intensive university.
2. Previous experience of working in a fundraising environment with a track record of successful fundraising.
3. Strategic thinker with an ability to identify new opportunities for developing income streams.
4. Very strong influencing and relationship building skills, an excellent and proficient communicator with excellent storytelling skills.
5. The confidence, sensitivity and awareness to deal with high-profile individuals and make successful face-to-face requests for financial support at significant levels.
6. Demonstrable experience of prioritising workload and working to tight deadlines with excellent attention to detail.
7. Knowledge of trends, techniques, and best practices in major gifts fundraising.
8. Excellent communication skills, both verbal and written.
9. IT skills, including database and excellent word processing skills. Experience of Microsoft Office products; good knowledge of the web and capability in web research.

10. Ability to develop productive relationships with a variety of staff, alumni, students and senior volunteers.
11. Ability and willingness to be flexible and take on other duties as and when required.
12. Commitment to and understanding of the School's mission and values.

## Desirable selection criteria

1. Previous work experience in a relevant role.
2. Proven track record of successful income generation or business development experience.
3. University / Higher Education sector experience.
4. Experience of working with DARS, Raiser's Edge or other fundraising system.
5. Knowledge and understanding of tax efficient giving, international giving, legacy giving, data protection legislation, charitable regulations and best practice to the highest professional standard.

## 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>

## 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).

## 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 140 MPP students and five 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](#).

## 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).

**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).