



Head of Development – Major Gifts

Hybrid (two days per week onsite), Park End Street and Hayes House, Oxford and Egrove Park, Kennington
Grade 9: £55,636 - £64,228 per annum including the Oxford University Weighting of £1,500 per annum
Permanent, full time (37.5 hours per week)
Saïd Business School, University of Oxford
Vacancy reference: 176943



The role

The post of Head of Development – Major Gifts, is a crucial role in the recently expanded Development and Alumni team. Working under the direction of the Associate Director, Development, the post holder's primary responsibility will be to work to financial and activity targets to develop, implement and lead plans to move prospects through the donor cycle with a view to securing major gifts ranging from upper five figure gifts to gifts broadly at the seven-figure level.

The postholder will be an experienced fundraising professional and manager with a demonstrable track record of success in a similar role and the tenacity, creativity and skills to succeed. They will develop and lead the implementation of a fundraising strategic plan for delivery of major gifts and will work with the Associate Director, Development and Associate Director, Operations, to scope out fundraising projects and develop supporting marketing collateral and 'cases for support' to support delivery and forecast progress against individual and team targets.

The post holder will have the opportunity to work with major donors, academics and senior colleagues across the collegiate University to advance the strategic mission of the School. This is an important new role in the team, which has the scope to work across several high-profile projects.

The postholder will manage a mixed portfolio of around 85 major donor prospects and will have a sophisticated understanding of how to progress donor relationships through a 'moves management approach' to the donor cycle, from identification and qualification, to cultivation, solicitation and stewardship. The post holder will manage existing relationships and build a robust portfolio of qualified potential donors/funders; the constituency will be mixed, but with particular emphasis on individuals (both alumni and non-alumni). Current fundraising priorities include capital projects, entrepreneurship activities, graduate scholarships, key academic posts, research programmes, and infrastructure, including delivery for the flagship Global

Leadership Centre, which is scheduled to open in 2025.

The postholder will relish the opportunity to work to stretch targets, in a target driven environment, while also supporting others to succeed, by sharing best practice and modelling behaviors in line with our School values. Further expansion of the team is anticipated and as the team expands the postholder will manage a number of fundraisers and support them with delivery of their financial and activity targets.

The post holder will be collaborative and adept at building internal as well as external relationships and will relish the opportunity to work in a dynamic environment as part of highly motivated team. With sophisticated communication and interpersonal skills, they will enjoy engaging with a diverse community of potential funders and making the case for support, both verbally and in writing by translating projects and ideas into compelling funding proposals.

Major gift fundraising success will involve developing a working understanding of the principals and protocols for fundraising across the collegiate University and the ability to skilfully navigate stakeholder management in a complex decentralised institution by building a broad range of positive internal relationships within the School, with members of faculty, the Dean and other senior colleagues as well as colleagues in the team, as well as colleagues in the central Development Office and with colleagues based in the colleges. The post holder will also work with the Donor Relations Manager to ensure they are providing excellent donor stewardship and care for all existing donors and will work with the wider team to support the overall goals of the Development and Alumni team.

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be flexible and adaptable, and able to contribute to the development of the fundraising function of the collegiate University. All staff operate as a team, and, while each has his or her own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the



University as a whole and especially with the numerous academic staff and volunteers.

Key criteria for success

After 12 months in post, the successful candidate will have:

- Developed a robust prospect pool, with over 85 qualified potential donors/funders who are actively being cultivated and moving through the donor cycle.
- Established strong relationships with key academics across the School, key colleagues in the Central Development Office and colleges, and across the School, particularly where external relationship management responsibilities exist.
- Be meeting monthly activity/meeting targets and be able to demonstrate a qualified and advanced prospect pipeline that will enable them to personally close over £1m in gifts after 18 months, then working to targets at the £3m level annually, to be reviewed and agreed each year with the Associate Director, Development.
- Contributed to the development of the major gifts fundraising strategy for the team to deliver fundraising success over the next 3-5 years.

Responsibilities

Fundraising (70%)

- Working within a team play a crucial role in delivering philanthropic income for the core priorities of the Saïd Business School. Identify prospective donors with whom the School will aim to develop significant philanthropic relationships and through regular meetings to qualify prospects, build a robust prospect pipeline. These will be drawn from high net-worth individuals (both alumni and non-alumni), foundations, and corporations.

- Work closely with the Operations team, utilise data insights and prospect research to inform and drive activity.
- Understand donors' wishes and aspirations and identify potential links with key priority projects with the aim of securing major gifts.
- Cultivate support for a broad range of academic projects including research and have the ability to explain and promote the projects to potential, non-specialist donors, both verbally and in writing.
- Adopting a 'moves management' approach to fundraising, work with potential donors to move them through each stage of the fundraising cycle, considering the best next step to advance the relationship and recording this on the donor database, DARS.
- Ensure donors' primary interests are matched to corresponding School priorities. Develop a series of activities with a view to exploring and deepening levels of interest. This will include knowing when to involve senior academics and members of staff, organising prospect visits to the School and traveling to where prospects are based as needed to advance the relationship.
- As appropriate, identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation.
- Draft compelling funding proposals and fundraising collateral to make the case for support for specific projects.
- The post holder will be expected to encourage prospective donors to consider making a gift to the School, and, when appropriate, personally to solicit a specific sum of money up to the million pound level. At times this may involve working jointly with a senior academic, or other colleague.
- Achieve personal income targets of £1m to £3million annually and fulfill department-wide performance expectations of approximately 15 prospect meetings per month



- Contribute to the continuous improvement and evolution of the fundraising strategy, by developing a major gifts strategy. Scope out new projects and consider funding opportunities.
- Responsible for formulating and implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager. Collate information and put together bespoke stewardship reports and activities for donors in your portfolio or as required working closely with the Donor Relations Manager.
- 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.

Management (15%)

- As the team further expands, the postholder will be responsible for a small team of fundraisers called Senior Development Executives.
- The postholder will be expected to ensure direct reports achieve their targets both in terms of meetings held and new funds raised. Manage performance, providing support and training as required.
- The post holder will take responsibility for recruiting, inducting and managing all fundraising staff working in the Major Gifts team as it expands ensuring they provide effective and appropriate line-management support for all direct reports and ensuring opportunities for their development, helping and coaching them with their own management and team responsibilities.
- As a senior member of the Development and Alumni team, provide mentoring opportunities and model leadership best practice, act as an information source within the Development Office and the collegiate University on major gift fundraising.

- Develop positive relationships with Operations and Finance demonstrating a clear understanding of, and effective methodologies for, gift management and due diligence processes.
- As and when required, deputise for the Associate Director of Fundraising, and/or Director of Development and Alumni.

Events, cultivation and stewardship (15%)

- Working closely with the wider team, contribute to the successful delivery of high-level events, including the annual Rewley Dinner, Oxford Said: The Leadership Conversation, Dean's Circle events, and other similar occasions. Invite prospects, personally attend events as required, both to network and meet new potential prospects and to cultivate and steward existing prospects.
- Represent the School and the University at high profile donor cultivation events, with a variety of high-profile stakeholders.
- Segment and cultivate prospective major donors via a series of targeted dinners / receptions / events.
- Participate in the ongoing implementation of an Development and Alumni Relations strategy to the benefit of the Saïd Business School and of the full Collegiate University.
- Willingness to travel internationally as required to maximise donor opportunities.

General

- Ensure comprehensive record-keeping and reporting of all donor contact on the database, writing up accounts of donor meetings within 48 hours.
- Foster a positive understanding of the benefits and importance of philanthropy amongst Oxford's stakeholders



- Report regularly, against specified criteria, on development activity such as numbers of potential donors and donor meetings
- Ensure all gifts comply with the University's standards on ethics and scrutiny, and all stored data complies with data regulations.

Selection criteria

Essential selection criteria

- Qualified to Degree level or equivalent
- Proven track record in fundraising and the capability of representing the University at the highest levels.
- Knowledge of fundraising best practice, data laws and benchmarking processes.
- The ability to promote interest amongst prospective donors in the goals of the Saïd Business School and the University as a whole and an ability to ask for, or arrange for others to ask for, significant gifts to assist the Saïd Business School and the Collegiate University in maintaining its world-class status.
- A general understanding of the external context in which a business school operates, particularly in relation to external relations and development.
- To be highly experienced in the corporate world, with insight across industry sectors with the credibility and gravitas to build relationships with senior executives in the world's top companies
- An ability to think both strategically and tactically about the relations between potential donors and fund-raising goals, and to develop a long-term strategy for the solicitation of major gifts.
- The ability to work with professional and academic colleagues in the cultivation of prospects and in the solicitation of gifts, with the capability to manage and develop

relationships with volunteers, donors and prospects; good listening skills are essential.

- The ability to plan strategically, monitor budgets and reconcile data and to act independently and decisively when the situation demands it.
- Experience of CRMs and data manipulation/analysis – extraction and analysis of statistical data, production of meaningful reports with the ability to problem solve.
- Self-motivated with excellent communication skills, both oral and written.
- Extremely well organised and the ability to prioritise and switch from one task to another on a frequent basis. Meticulous with details and works well and with extreme accuracy under pressure.
- Broad knowledge of scientific and technological issues and the ability to speak and write about them with fluency and authority.
- Flexible attitude and be prepared to work out of regular hours to attend events and to travel internationally at times.

Desirable selection criteria

- Knowledge and experience of using DARS, the University's centralised database.
- A general understanding of the structure of the collegiate University and the division of responsibilities between the various bodies by which the University is governed.
- Experience of organising high profile, premium events.
- An understanding of the sources of funding for UK Higher Education in order to set the work of the Development Office in context and to understand the multifaceted relationships the University of Oxford has with its funders, particularly corporate partners



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.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business School, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business School community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at:

<https://www.sbs.ox.ac.uk/about-us/School/sustainability>.

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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 HR.Recruitment@sbs.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 e-recruitment system 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, 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.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See <https://hr.admin.ox.ac.uk/staff-benefits>.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

University discounts

All University staff can purchase a NUS Extra discount card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

University Club

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/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





Saïd Business School
University of Oxford
Park End Street
Oxford, OX1 1HP
United Kingdom
www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford