

Job Description



Nb,. Summary

Job title	Deputy Head of Development – Medical Sciences
Division	University Administration and Services
Department	Development and Alumni Engagement
Location	University Offices, Wellington Square, Oxford OX1 2JD - but you may be able to agree a pattern of regular remote working with your line manager.
Grade and salary	Grade 9: Annual progression from £55,636 to £64,228 per annum with a possible extension to £70,209 – including an Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Head of Development – Medical Sciences
Vacancy reference	177120
Additional information	<p>Applications are welcome and encouraged from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply. Development and Alumni Engagement is committed to equality, and values diversity.</p> <p>We support a range of flexible working arrangements, including when and where you work. The responsibilities of this post mean that you will need to work on-site regularly. We would be happy to discuss this with you at any point in the application process.</p> <p>Subject to HMRC guidelines and the availability of funding, a relocation allowance may be offered</p>

Development and Alumni Engagement (DAE)

DAE is led by Liesl Elder who, as Chief Development and Alumni Engagement Officer at the University of Oxford, reports directly to the Vice-Chancellor. DAE's mission is to help secure philanthropic support for the University, and build an engaged, informed and active alumni community. Through working in partnership with academic, development, and alumni colleagues throughout the collegiate University, DAE builds enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and increases financial support for agreed academic priorities.

The office is one of the central administrative departments of the University, collectively known as University Administration and Services. Due to the nature of its work, DAE collaborates closely with a number of other units and teams, particularly Public Affairs, Finance, Research and Legal.

In 2019, the University and the colleges completed the *Oxford Thinking Campaign*, which raised £3.34bn, and is the most successful higher education fundraising campaign in Europe. The University is currently planning its next



major campaign and, as a member of DAE, the post holder will have a key role to play in helping realise its successful delivery.

In addition to front-line fundraising and alumni engagement staff, DAE has a number of teams that cover particular support functions. These include:

- Donor Relations
- Events
- Research
- International Engagement
- Development and Alumni Relations Systems (DARS) (which supports the Development and Alumni Relations database)
- Communications
- Marketing and Insights

It also works closely with Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. In addition, there are four overseas offices whose remit includes development and alumni engagement; these offices are located in North America, Japan, Hong Kong, and Europe.

For further information please visit: [Development Office \(ox.ac.uk\)](https://development.office.ox.ac.uk) and [HOME | Oxford Alumni](https://home.ox.ac.uk)

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

The role

The University of Oxford is founded on the quality of its teaching, scholarship and service to society. It is working harder and faster than ever to create new knowledge and find answers to global problems, helping to make a more equitable society and educate the next generation of leaders.

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 have played a significant part in our success with the *Oxford Thinking* Campaign and these gifts have made a number of important projects possible. Recent significant donations have brought the following projects to fruition:

- *The Stephen A. Schwarzman Centre for the Humanities* will be the new home for humanities at Oxford, providing state-of-the-art facilities for seven faculties, the Institute for Ethics in AI, and the Oxford Internet Institute. It will house a new humanities library, as well as public-facing exhibition and performance spaces
- *The Ineos Oxford Institute for AMR Research* is a new cutting-edge institute to combat the growing global threat of antimicrobial resistance (AMR) in both humans and animals
- *Reuben College* is Oxford's newest college, bringing graduate students and academics from traditionally different disciplines together to work on global challenges including artificial intelligence and machine learning; environmental change; ethics and values; and cellular life
- *The Poonawalla Vaccines Research Building* will house over 300 research scientists providing the focus and scale for the University's major vaccine development programmes, allowing a rapid expansion of this fast-growing, translational area
- *The Moh Family Foundation* is supporting the work of Oxford University's Pandemic Sciences Institute, greatly strengthening its ability to identify and counter future pandemic threats and ensure equitable access to treatments and vaccines around the world

- *The Bennett Institute for Applied Data Science* has been established to pioneer the better use of data, evidence, and digital tools in healthcare and policy, optimising the impact of interventions to achieve improved outcomes
- *The Dieter Schwarz Foundation* is supporting an ambitious programme of research dedicated to investigating the impact of AI and other game-changing technologies. They have also provided a major boost to the study and teaching of German at Oxford, principally through the endowment of the Schwarz-Taylor Chair in the German Language and Literature

The University of Oxford has been successful in raising donations from a broad, international range of donors, including alumni, non-alumni, foundations and trusts, and corporations.

Medical Sciences at Oxford:

Oxford is one of the world's leading biomedical universities recognised for its outstanding quality and depth across the medical research spectrum - from genes to molecules, to big data and populations. With the honour of 12 Nobel Laureates over its long and distinguished history, the Division is consistently at the forefront of innovative and lifesaving science.

The extraordinary depth and breadth of medical skills at Oxford is devoted to identifying the causes of disease, improving diagnosis and developing effective treatment and prevention. The Division is particularly interested in the "big" diseases where millions of lives can be saved – cancer, and infectious diseases such as malaria and pandemic preparedness. It also has world-leading research programmes in cardiovascular diseases, musculoskeletal disorders such as arthritis and osteoporosis and neurological disorders such as Alzheimer's and Parkinson's.

Medical education and training runs hand in hand with research – not only training students who will go on to be clinicians but, equally importantly, teachers and academics. The Medical School, with its strong emphasis on the sciences that underpin medicine, trains students of the highest academic merit. For the twelfth year running, Oxford's Medical School has ranked number one in the world (Times Higher Education).

The Division comprises 16 departments, and their constituent units, institutes and centres, spread across 73 buildings in multiple sites in Oxford and includes numerous clinical research units in 40 different countries.

Over 5,800 academics, researchers and administrative staff, 2300 graduate and 1800 undergraduate students together contribute to the Division's extensive and exemplary research, teaching and clinical portfolios. For further information please go to: www.medsci.ox.ac.uk

The Medical Science Development Team's priorities are regularly reviewed to ensure that it is focused on supporting the Division's strategic objectives. Development activities include increasing the Division's endowment for new and existing Professorial Chairs so that Oxford can continue to recruit and retain the world's very best academics. In addition, significant funding is needed for graduate scholarships and other academic posts. The current thematic priority areas for fundraising include Global Health, Brain Health, Heart Health, Paediatrics, Rare Disease and Cancer.

The Medical Sciences divisional development team works collaboratively with colleagues across the division and with expert colleagues in Development and Alumni Engagement. The Head of Division and the Heads of Departments, are closely involved with development.

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

Key relationships: Head of Development – Medical Sciences; the Medical Sciences Development team; Medical Sciences departmental and Divisional leadership; senior members of the

University of Oxford Development Office; College development staff; and senior academic and administrative staff

Direct reports: Development Executive (Grade 7); Development Officer (Grade 6)

Purpose: To support the strategic objectives of the Medical Sciences Division and the University of Oxford through a) securing major gift philanthropic income from a portfolio of donors and prospective donors and b) managing the lower and mid-level fundraising and operational elements of the Medical Sciences fundraising team, providing line management for roles that will include: Development Officer and Development Executive(s)

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

The line manager will regularly review progress. There may be opportunities for career development within the office structure. DAE 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.

DAE's work 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 and Alumni Engagement values

The following points lay down the foundations of DAE's working ethos, culture and values. 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 DAE, the collegiate University, or beyond, working collaboratively is second nature to us, and enables us to navigate complicated landscapes successfully.
- **We go beyond** – We prize working with a high degree of autonomy and trust, and deliver a wide range of projects to the very highest standards. We are committed to personal, professional development.
- **We are part of something bigger** – Our work supports the strategic priorities of the University of Oxford. We take pride in the contribution we – individually and collectively – make to the University.

Responsibilities

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be versatile and adaptable, and able to contribute to the development of the fundraising and alumni engagement functions of the collegiate University.

The main duties of this post will be as follows:

Reporting to the Head of Development – Medical Sciences, the post holder will manage the cultivation and solicitation efforts involving a portfolio of donors and potential donors at the £500k - £5m level. S/he will build and manage relationships for himself/herself and others at the University with this group of individuals, acting as liaison between the staff of the Development Office, the Medical Sciences Division, senior University officers, academics and other members of the collegiate University.

The Deputy Head of Development will provide line management for a minimum of two members of the Medical Sciences team (as outlined above).

Fundraising Responsibilities

- To identify, and to develop cultivation and solicitation strategies for a pipeline of seven-figure donors
- To ask potential donors for gifts, either on their own or with others, and to support senior members of the University and volunteers in this process
- To build and manage a network of relationships with prospective donors (in the UK and abroad). To facilitate and coordinate all communication with these potential donors and among their relationships across the collegiate University. To promote positive relations with these individuals
- To research and identify potential donors. These will be drawn from several groups: high net-worth individuals (both alumni and non-alumni), the corporate sector, trusts and foundations and other bodies from whom funding may be obtained
- To play, as appropriate, a full role in the commissioning, drafting and review of bespoke funding proposals for major gift solicitations
- To evaluate various gift opportunities and giving vehicles and recommend the most suitable for a particular donor
- To facilitate interaction with key potential donors by the Medical Sciences Division and senior academics, as needed
- To travel internationally as required commensurate with Oxford's standard expectations for fundraising activity, contact and travel
- To interact with internal contacts such as Department Heads, and other Development staff to consult on University needs, to formulate strategies to promote prospect engagement with the University, and to identify potential high level donors
- To assist with the strategy for and creation of written communications from senior academics, and other senior staff, in line with prospective donors' interests
- To use their judgement, without reference, to determine what specific proposition should be put to a potential donor, and under what terms, in order best to secure the prospect's greatest potential level of support
- To be responsible for formulating and implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager
- To optimise philanthropic support for the Collegiate University and to adhere to best practice in prospect cultivation, solicitation and stewardship
- To ensure that a current and accurate record of all development strategy and activity for which the post holder is responsible be maintained on the Development Office's database
- Alongside the other development professionals within the collegiate University, to have a University-wide responsibility to develop fundraising relations for the University as a whole

Stewardship responsibilities

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

Management and operational responsibilities

- To provide line management for the assigned Development Executive(s) and Development Officer, setting objectives, monitoring and evaluating performance, and supporting them in their professional development.
- To deputise for the Head of Development – Medical Sciences, as required

- To contribute to the development strategy for Medical Sciences, in close collaboration with the Head of Development – Medical Sciences
- To devise and implement strategy for supporting complex gifts for research, working closely with the Division Office, corporate partners, high net worth individuals and senior academics
- To assess, as appropriate, training and development opportunities for the wider Medical Sciences team
- To ensure DARS is regularly and accurately updated for all members of the Medical Sciences team, ahead of monthly pipeline review meetings
- To provide regular updates to the Head of Development – Medical Sciences on the progress of fundraising and stewardship within the areas overseen by the post holder

Communication and External Responsibilities

- To understand complex academic projects and articulate them in ways both likely to be understood by prospective donors and result in optimal philanthropic support, marketing the institution and its philanthropic goals at the highest levels
- To devise an ongoing programme of domestic and international travel to meet with donors and prospective donors with the potential to make major contributions to Medical Sciences
- To report and present to senior officers, academics and committees across the collegiate University

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

Key Criteria for Success

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

- Solicited 3-5 seven- figure gifts
- Become a fully integrated member of the Medical Sciences team with activity targets and prospect pipelines in place
- Built strong relationships with their portfolio of potential donors and donors
- Provided professional line management of direct reports
- Contributed to the wider team strategy and helped to shape and develop wider relationships between the Medical Sciences Development team and colleagues across the collegiate university
- Provided effective support to the Head of Development – Medical Sciences

Selection criteria

To be assessed by application/cv

Experience and knowledge

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

Skills and abilities

- Proven ability to develop good working relationships with the academic community and to work closely with academics, university leaders, and administrators

- A proven ability to work well under pressure in a complex and demanding environment
- Line management competencies, including objective setting, reviewing performance and identifying training and development needs
- Capacity to apply innovative and practical problem-solving skills to the challenges at hand
- An ability to solicit major gifts

To be assessed by interview/exercise

Experience and knowledge

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

Skills and abilities

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

Attitudes

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

Desirable selection criteria

- Experience of working with high-net-worth individuals
- An understanding of the University of Oxford and its goals in teaching and research
- A broad understanding of scientific disciplines

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

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

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

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

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

How to apply

To apply for this role and for further details, including a job description and person specification, please email Sonja Dunphy at Richmond Associates at sdunphy@richmond-associates.com or call on +44 (0)20 36179240.

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 submit a CV and a letter of application. The cover letter 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 submit all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at

recruitment@devoff.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.recruit.ox.ac.uk/>.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

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

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

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

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

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

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

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

Disabled staff

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

Staff networks

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

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

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