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**Job Description**

**Deputy Development Director**

The Development Team’s main objectives are to raise funds for the College from a variety of sources and support alumni relations. The new role of the Deputy Director will work closely with the Director of Development to help develop and then deliver our new campaign, to cultivate and solicit a portfolio of donor prospects, to further develop the strategy for and implementation of our legacy programme and to support work on trusts and foundation applications. The Deputy Director will play an important part in ensuring that the Development Office works effectively to support the mission, aims and objectives of the College.

**Responsibilities**

**Fundraising:**

* To raise funds for the College from alumni, individuals, corporations and trusts, working with the Director of Development, the Principal, key volunteers and/or Fellows where appropriate.
* To plan and undertake up to 40 face-to-face cultivation and solicitation visits each year with prospects of all types, working with the Director of Development, but frequently working alone.
* With the Regular Giving Manager, to further develop the strategy for Trusts & Foundations and Legacies campaigns and programmes
* To work with the Director of Development to develop new fundraising initiatives both at home and overseas, to include new Giving Circles
* To work with the Regular Giving Manager & Fundraisers in the stewardship of donors to College and ensure all donors are adequately informed and thanked for their gifts
* To monitor payment and reminder activity on Major Pledges and produce reports for the Development Director
* To be responsible for developing a strong Alumni Engagement Strategy and cultivate volunteers who are active participants
* To be responsible for ensuring due diligence and clearance procedures are carried out for all potential donors

**Other responsibilities**

* To attend management and committee meetings in College, deputising for the Director of Development when necessary
* To be responsible for developing relationships with academic staff to ensure their research is understood by alumni, through events and communications
* To be responsible for the department’s adherence to current and upcoming data legislation, including GDPR, and to liaise with the Bursar to ensure compliance
* To be responsible for the department’s compliance with Fundraising and Charity Regulatory bodies
* To oversee and authorise Development and Alumni Relations communications
* To administrate and authorise financial outgoings, e.g. Credit Cards, invoices, etc.
* Along with the Director of Development and Alumni Relations Manager, to oversee the department’s Events Strategy, including budgeting
* To work with the College Office and the Regular Giving Manager on the distribution of scholarships and prizes in order to ensure the wishes of donors are fulfilled
* To attend Development and Alumni Relations events and to undertake some travel on behalf of the College
* To work with the University of Oxford’s Development and Alumni Relations Office and the University’s International offices
* To undertake any other reasonable tasks which may be necessary in order to assist the efficient and effective running of the Development Department and its events programme.

**Person Specification**

**Knowledge and Experience**

* Educated to degree level or equivalent
* Significant fundraising experience, ideally in an HE context
* Experience of face to face fundraising highly desirable
* Excellent IT skills, including Excel and use of CRM databases
* Experience of data protection and GDPR is highly essential
* An understanding of the Collegiate University environment

**Personal Skills**

* Excellent communication skills, spoken and written
* Ability to use own initiative and work under pressure
* Ability to succeed as part of a small team
* Ability to work well with a variety of people, including Fellows, students, alumni and volunteers
* Excellent organisational skills and attention to detail
* Discretion and ability to handle confidential information
* Flexibility and willingness to adapt

**Terms and conditions**

**Appointment** This is a fixed-term appointment for two years and conditional on verification of the candidate’s eligibility to work in this country.

 There will be an initial probationary period of 6 months.

**Salary** In the range £36,933-42,783 per annum depending on skills and experience.

**Pensions** University Contributory Pension Scheme

**Meals** Membership of the Senior Common Room, with lunch provided free of charge when the kitchens are open.

**Hours of Work** 37.5 hours per week, normal working hours may be negotiated and hours can be annualised to suit the right candidate.

**Annual Leave** A full time member of staff will be entitled to 30 days standard holiday (personal days and Bank Holidays) and 8 days at Christmas (closure period and Bank Holidays associated with this time of the year).

**Notice** During the initial probationary period, notice will be one week on either side. Subject to satisfactory review and confirmation of the post the notice period will be three months on either side.

**How to Apply**

Please apply through the College’s online application form which can be found here: <http://www.st-hughs.ox.ac.uk/discover/work-for-us/>

**Closing Date for applications**: Noon Monday 24 September 2018

Interviews are likely to be held during the 1st week of October.

***St Hugh’s is a self-governing College of Oxford University and is an Equal Opportunities Employer***