



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 role of the Deputy Director will work closely with the Director of Development to increase giving at all levels with a particular focus on major donors, 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, University of Oxford Central Development staff, key volunteers and/or Fellows where appropriate.
- To manage a prospect portfolio of up to 250 prospective and current major donors.
- To plan and undertake a minimum of 1000 cultivation and solicitation meetings each year with prospects of all types, working with the Director of Development, but frequently working alone.
- To successfully raise a minimum of £250,000 to £1,000,000 per annum.
- With the Regular Giving Manager, to further develop the strategy for Regular and Annual Giving, 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, as well as managing the relevant stewardship societies and giving circles.
- To monitor payment and reminder activity on Major Pledges and produce regular reports for the Development Director, Fundraising Committee and Governing Body.
- 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.
- To work with all members of the Development Team to identify and research major donor prospects.

Other responsibilities

- To support and assist the Development Team, when needed and appropriate working with the Director of Development to step-in and line manage from time to time
- 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 support the department's adherence to current and upcoming data legislation, including GDPR, and to liaise with the Bursar and Data Manager to ensure compliance if needed
- To support the department's compliance with Fundraising and Charity Regulatory bodies
- To support Development and Alumni Relations communications as needed
- Along with the Director of Development and Alumni Relations Manager, to support 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, College events including some formal halls 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
- Domestic and international travel where necessary
- 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.

The post holder may be asked to undertake other duties in the department from time to time as determined by the Director of Development, commensurate with the grade and responsibilities of this post. This job description should be regarded only as a guide to the duties required and is not intended to be definitive. It may be reviewed in the light of a change in circumstances following consultation with the post holder.

Person Specification

Knowledge and Experience

- Educated to degree level or equivalent
- Demonstrable 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 (eg Raiser's Edge)
- Experience of data protection and GDPR is 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 full-time appointment that is conditional on the verification of the candidate's eligibility to work in this country. There will be an initial minimum probationary period of 6 months, this may be extended where necessary.
Salary	In the range £37,674 to £43,641 per annum depending on skills and experience.
Pensions	University Contributory Pension Scheme
Meals	Lunch provided free of charge, when on site and the kitchens are open.
Hours of Work	37.5 hours per week. We are happy to discuss flexible working arrangements.
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	One week from either party during the initial probationary period increasing to 3 months upon the successful completion of the probation period and confirmation in post.
Other	Membership to the Senior Common Room will be considered upon successful completion of probationary period.

How to Apply

To apply for this role, please submit your completed application form, CV and a supporting statement to hr@st-hughs.ox.ac.uk. For full details please see: <http://www.st-hughs.ox.ac.uk/discover/work-for-us/>

Your application will be judged solely on the basis of you application and how you have demonstrated that you meet the selection criteria stated in the further particulars. Your 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 career breaks (such as time spent caring for dependents).

Closing Date for applications:

Applications are to be received by **noon Wednesday 9th June 2021.**

Interviews are scheduled to be virtually held 22/23rd June 2021.

Candidates that are selected to proceed to the second stage of interviews will be offered an in-person socially distanced meeting in College.

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