



Head of Fundraising

Job Description

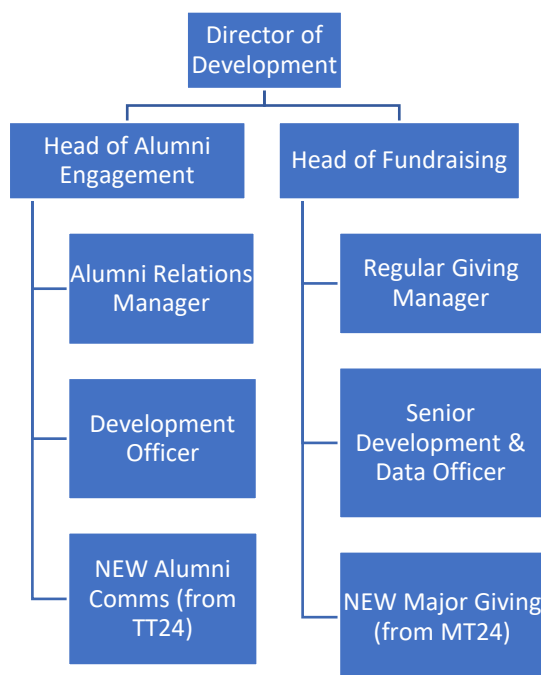
1. **Job title:** Head of Fundraising
2. **Hours:** 37.5 hours
3. **Salary:** £45,610.50- £55,458.00 per annum
4. **Reports to:** Director of Development
5. **Direct reports:** Regular Giving Manager and Senior Development and Data Officer
6. **Job summary:** The Head of Fundraising is responsible for managing the College's major (mid-level) donor and regular giving work.
7. **Key relationships:** Director of Development, Head of Alumni Engagement, Academic Registrar, Principal, Bursar, Senior Tutor, College Academics and key volunteers.
8. **Background**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

The Development Office

The Development Office Team's main objectives are to raise funds for the College from a variety of sources and to support alumni relations. The Development Office works in partnership with academic colleagues and volunteers to build enduring relationships with our community of 10,000 alumni around the world and other supporters – and to increase financial support for agreed priorities.



The Role

Working as part of the senior Development team alongside the Head of Alumni Engagement, the Head of Fundraising will report to the Director of Development and oversee the Fundraising Team. They will increase giving at all levels and cultivate and solicit a portfolio of donor prospects. With support from the Director of Development, the Head of Fundraising will further develop the College’s legacy programme and support work on proposal and applications for funding. In coordination with the Head of Alumni Engagement, the Head of Fundraising will play an important part in ensuring that the Development Team works effectively to support the mission, aims and objectives of the College.

The post-holder will manage a portfolio of current and prospective donors with the potential to make major gifts, primarily drawn from our alumni community and will lead the College’s mid-level major giving programme, working directly on five and six-figure+ gifts while also encouraging legacies pledges and other forms of support. The role will have exposure to high-level donors both nationally and internationally, and will enjoy very considerable freedom in approaching potential donors drawn from our alumni pool and beyond. Once established, there will be an opportunity to expand the fundraising team to include a Major Giving Officer. While the Development Officer technically reports to the Head of Alumni Engagement, they play a crucial role within the team’s overall fundraising and donation processing work.

Main Responsibilities

Fundraising and Prospect Management

- To manage a portfolio of prospects and existing major donors, both domestically and internationally, in order to achieve fundraising income targets.
- To raise funds for the College from alumni, individuals, and others, working with the Director of Development, the Principal, Fellows where appropriate and other key stakeholders.

- Cultivate personal and institutional relationships with College constituents (alumni, donors and friends), soliciting 5-6+ figure gifts and pledges.
- As a member of the senior management team in the Development Office, contribute to the leadership and strategic direction for the College's overall Development & Engagement Strategy.
- In conjunction with the Director of Development and the Head of Alumni Engagement, input into the creation and implementation of a strategic plan for donor and alumni communications and engagement.
- In conjunction with the Development Director and Head of Alumni Engagement, develop a strategic plan for the College's regular donor recognition programmes.
- Ensure the Fundraising team is moving prospects through the gift cycle and pipeline in a timely manner and help evaluate the effectiveness of related operations.
- To further develop the strategy for Regular Giving and Legacies, with input from the Regular Giving Manager.
- Support the Head of Alumni Engagement in the stewardship of donors and engagement of alumni.
- To work with the Director of Development to develop new fundraising and engagement initiatives both at home and overseas, to include new giving circles and alumni groups.
- To monitor payment and reminder activity on Major Pledges and produce regular reports for the Development Director, Governing Body and Fundraising Committee.
- To be responsible for ensuring due diligence and clearance procedures are carried out for all potential donors. Ensure all donations secured are in line with College policies and are dealt with in a tax efficient manner, to comply with HMRC regulations, and that donations are thanked and recognised promptly and appropriately. The Development Officer supports this work.
- Support the Director of Development in the creation of fundraising proposals, gift agreements, cases for support and other fundraising materials.
- Provide best practice and expertise to the team and colleagues across College on philanthropy.

Management

- Lead, mentor and effectively line manage the Fundraising Team: setting objectives, evaluating performance, fostering team spirit and supporting professional growth.
- Foster a culture of continuous improvement and high standards across the team.

Internal Collaboration / Operational Responsibilities

- Work alongside the Head of Alumni Engagement to ensure the office runs in a smooth, efficient and effective manner, deputising for the Development Director where necessary.
- Ensure that the office's 'in-house' fundraising activities are fully integrated into the office's day-to-day business but also our strategic plans, ensuring systems are in place
- To work closely with the Senior Development & Database Officer to ensure that systems and procedures are in place to allow effective use of the database
- To communicate academically complex projects to non-specialist audiences, and prospective donors (in both written and verbal formats)
- To be responsible for managing the department's fundraising budget and ensuring we deliver our operations within budget
- To administrate and authorise financial outgoings, e.g. Credit Cards, invoices, etc.

- To attend Development and Alumni Relations events in College in order to host, cultivate and steward donors and prospects, as well as helping with event delivery on the day.
- To undertake regular domestic and international travel as needed on behalf of the College
- Champion change and support new ways of working within the Fundraising team, including supporting work outside your own functional area and/or team.
- To work with the University of Oxford's Development and Alumni Relations Office and the University's International offices as needed
- 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.

9. Selection criteria

Essential

- Significant fundraising experience in an organisation of equivalent or greater complexity
- Proven ability to build relationships and work collaboratively within an organisation
- Successful face-to-face fundraising experience raising five and/or six figure gifts
- Ability to help with developing and implementing strategy
- Excellent IT skills, particularly with Excel and general experience with Raiser's Edge NXT, DARS or equivalent CRM database software.
- Excellent oral and written communication skills
- A strong track record of engaging, soliciting, and stewarding alumni and donors (or other individuals of high net worth or high profile).
- A solid knowledge of fundraising and alumni relations processes in general.
- Experience of data protection and GDPR, alongside knowledge of fundraising regulations
- Experience managing, developing and mentoring colleagues
- Comfortable working in ambiguous multi-stakeholder situations and influencing without direct authority
- Familiarity and comfort with discussing financial issues and asking for support.
- A commitment to the culture, values and ethos of a progressive Oxford college

Desirable

- Experience with fundraising and/or alumni relations in Higher Education

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by changing needs and the overall business objectives of the College.

Other Information

- Pension: employment with the College provides enrolment into the Universities Superannuation Scheme (USS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.

- Health & Wellbeing:
 - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
 - Free annual flu jab.
 - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Closing date: Friday 26th April 2024

Interviews: TBC