



## **Development Director (Interim)**

### **Job Description**

1. **Job title:** Development Director (Interim)
2. **Hours:** 37.5 hrs / week
3. **Contract Type:** 12 months Fixed Term Contract
4. **Salary:** University Grade 10 or ALC-6 (salary dependent on experience)
5. **Reports to:** Principal
6. **Direct reports:** Head of Alumni Engagement; Development Manager
7. **Job summary:** St Hugh's College is seeking an Interim Director of Development for a 12-month appointment to lead on developing the strategy and operational plan for a major capital campaign ahead of the College's 150th anniversary in 2036. The Interim Director will also be responsible for our alumni relations and philanthropic giving during the transition to and onboarding of the new Principal who takes office in September 2025.
8. **Key relationships:** Principal, College Officers, Fellows, Development Team, Managers, Alumni, current and prospective Donors, central University colleagues
9. **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 and Alumni Relations team is responsible for philanthropic giving and fundraising to support the College, and for engagement with our global community of alumni.

### **10. Main Responsibilities**

- Working with the new Principal and other senior colleagues, oversee the development of the strategy and operational plan for a major capital campaign ahead of the 150th anniversary of the College in 2036.
- Lead and line-manage the Development and Alumni Relations team (5 FTEs).
- Curate and strengthen relations with key alumni and current/potential donors in readiness for the capital campaign.
- Ensure that our fundraising and alumni relations operation is ready for the capital campaign, including training/development of the team, and readiness of the alumni database, key data, and reporting.
- Ensure a continued focus on income from regular annual giving and mid-level gifts while the team prepares for the campaign.
- Develop and begin to implement a strategy for enhancing alumni engagement across all categories and giving levels.
- Develop and begin to implement a strategy for significantly increasing legacy pledges.
- Liaise with the Development Office of the central University and other colleges to ensure that St Hugh's benefits from potential synergies across the Collegiate University and that conflicts over donors/channels are avoided.
- Attend meetings of the Governing Body and other committees as necessary to participate in discussions on major issues of College policy and to report to and advise the Principal and Fellows on matters concerning development and fundraising.
- Represent the College externally at the highest level, acting as an ambassador and setting an example to the rest of the team.
- As a senior officer of the College, participate in the oversight and management of the College's wider day-to-day operations.

## **11. Selection criteria**

### ***Essential***

- A proven track record in major gift fundraising, including experience of planning and executing major capital campaign fundraising at a senior level.
- Experience managing, developing, and mentoring colleagues with the ability to lead and motivate staff.
- The ability to balance a strategic overview and a hands-on approach to fundraising.
- Excellent oral and written communication skills
- Comfortable working in ambiguous multi-stakeholder situations and influencing without direct authority.
- Proven ability to integrate quickly into a new environment and start delivering value from day one.
- A commitment to the culture, values and ethos of a progressive Oxford college

### ***Desirable***

- Experience of fundraising in a higher education environment.
- Experience of fundraising in a membership organisation and/or dealing with alumni.

### **Benefits & 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. The position is entitled to membership of the Senior Common Room, for which a modest charge is payable.
- 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](mailto:recruitment@st-hughs.ox.ac.uk). References will be taken up for the successful candidate.

**Closing date:** applications will be considered as they are received