Senior Development Executive

Somerville College is seeking to appoint an exceptional candidate to the role of Senior Development Executive with particular responsibility for major gifts and legacies. The successful candidate will take a leading role in the realisation of the College’s fund-raising objectives under the direction of the Director of Development, supporting the RISE Campaign and ongoing College fundraising.

In order to fulfil its five-year strategy, the College is embarking on an ambitious campaign to raise almost £30 million under the RISE banner: Resilience, Inclusivity, Sustainability, Excellence.

The Senior Development Executive will have a significant contribution to make in supporting this campaign, as well as helping to shape the strategy for long-term fundraising through the cultivation and stewardship of legacies.

This is a permanent, full-time post available from 1 October 2022 or as soon as possible thereafter. Somerville College

Somerville College is one of 39 independent, self-governing colleges of the University of Oxford. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 to “include the excluded” by offering an Oxford education to women. It’s non-denominational foundation gave Somerville a liberal, open and progressive ethos which attracted women from all over the world and from all backgrounds. It has been a mixed college since 1994. These founding values are very much celebrated and in evidence today.

There are 200 graduate students currently reading for masters and doctoral degrees and about 400 undergraduates following three and four-year courses across a wide variety of disciplines. The postgraduate body is particularly international and diverse, not to mention a very welcoming community. The undergraduate body includes a higher than average proportion of state-school students. Further information about the College may be found at www.some.ox.ac.uk.

The Development Office

The Development Team’s main objectives are to deliver the College’s strategic plan and priorities through raising philanthropic funding and high-quality engagement with it’s alumni community. As a result of decades of exemplary and innovative engagement with it’s alumni and friends, Somerville
has nurtured a strong and loyal community of supporters who are proud of it’s heritage and eager to support it’s future. This strong base has enabled the College and the Development Team to undertake exciting new projects that have had significant impacts not just on our fundraising potential, but on the academic life at Somerville. These projects range from the Oxford India Centre for Sustainable Development to the Margaret Thatcher Scholarships to Sanctuary Scholarships for refugee students. The Senior Development Executive will join a dynamic and consummately professional team that is comfortable with using all manner of innovation in delivering it’s fundraising and objectives.

The role

Work closely with the Director of Development and Campaign Director to develop cultivation, solicitation and stewardship strategies for major giving and legacies.

1. **Major Gifts (with a particular focus on gifts of £10,000- £100,000)**

- Be, above all, a proactive fundraiser, developing good relationships with potential donors that enable them to ask for major gifts.

- Setting face-to-face fundraising targets in conjunction with the Director of Development. This will mean a strong emphasis on carrying out regular face-to-face fundraising meetings, with targets for number of visits as well as income.

- Establish effective working relationships with the Director of Development, Principal, Treasurer, Development Board, key Fellows and staff and College volunteers.

- Represent the College at events, notably key alumni group events, to ensure the highest level of engagement with current students and alumni.

- Continually increase the number of major gifts received by the College annually.

- Contribute to the expansion of the current potential major donor pool: working closely with the Database and Research Officer to identify prospects in an informed manner that allows prioritisation; produce profiles, research information and a solicitation management plan for each individual.

- Research and prepare compelling cases for support and funding proposals drawing on relevant Somerville resources to support fundraising approaches, using all available communications media.

- Work with the Principal, Fellows, volunteers and other relevant colleagues on making approaches to prospective donors.

- Work with the Deputy Development Director (Operations) to implement and manage a comprehensive programme for donor recognition and stewardship.

- Possibility of international travel for donor solicitations, stewardship and cultivation.

- Manage the cultivation, solicitation and stewardship process using the DARS database, and maintain accurate records of interactions with alumni, prospects and donors to ensure
fundraising best practice and good relationship management.

- Enhance the existing culture of donor engagement and affinity, involving Fellows and as appropriate, other staff and Members of the Junior, Middle and Senior Common Rooms.
- Liaise with the University Development Office, academic departments and other colleges, to share knowledge of potential major donors and make collaborative approaches where appropriate.
- Prepare regular reports on prospect numbers, fundraising approaches and progress for Development Committee and Development Board meetings.
- Remain informed on best fundraising practice, including new developments and legislation affecting fundraising and related activities.
- Attend Development Committee and Development Board meetings, alumni and other College meetings as required.

2. Legacies

- Working with the Director of Development, develop the strategy for legacy giving, including events and communications for the Will Power legacy group (people who have informed us of their intention to leave a legacy to Somerville).
- Respond promptly to enquiries about legacy giving from alumni and friends.
- Be proactive in implementing ‘best-practice’ ideas and policies for legacy fundraising from across the charitable sector,
- Prepare reports on legacy income for termly Development Committee meetings.

Perform additional duties as requested or needed by the Director of Development.
**Person Specification**

**Essential**

1. **Experience and knowledge**
   1. Significant fundraising experience and a track-record of success.
   2. A good understanding of the different functions of a development office and the different techniques involved in fundraising, specifically – major gifts and legacies.
   3. A track record of superlative relationship building that has resulted in securing target driven major gifts and legacies.
   4. A clear enjoyment of face-to-face fundraising.
   5. The highest level of communication ability, both written and verbal, with strong skills of persuasion and an evident passion for education in a College environment.
   6. An understanding of:
      6.1. the different media available to fundraisers
      6.2. tax-effective giving
      6.3. best-practice policies and regulations governing fundraisers
   7. Experience of interaction with individuals operating at the highest executive level.
   8. Experience of working as part of a team.
   9. An appreciation of working in an academic environment as well as with the private sector.

2. **Qualification**
   10. First degree level, or equivalent

3. **Skills and abilities**
   1. Interpersonal skills of the highest level and the ability to be adaptable within the College and external environments.
   2. Excellent intellectual ability to have credibility within the academic community.
   3. Excellent communication skills, both written and spoken, with a high standard of presentation.
   4. Quick, creative and lateral thinking, with the ability to translate ideas into action and to be persuasive in convincing others of their worth.
   5. Ability to thrive in a highly target-driven environment with a focus on outcomes.
   6. Ability to prioritise and plan effectively.
   7. Ability to maintain orderly records

4. **Attitudes and approach**
   8. Goal-oriented and enthusiastic
   9. A responsive, flexible working style
   10. Readiness to travel and to work flexible hours
   11. Motivated to participate in and make a positive contribution to the life of the College
   12. Sound judgement, diplomacy and personal presence
Desirable

1. Ability to contribute to planning development activity at a strategic level
2. Significant involvement in a major fundraising campaign.
3. An understanding of the Collegiate system, including governance and ethos of the colleges and how they operate within the collegiate university.
4. Experience of fundraising in an academic or relevant institution.
5. International experience, particularly in fundraising, with consequent understanding of the cultural differences that influence potential donors.
6. Experience of working with databases, (experience of using the DARS database and the Prospect Management Module would be an advantage)

Salary, hours and benefits

- Salary range £38,587 - £44,706, depending on skills and experience
- 38 days; annual leave per year
- Free meals and opportunities to attend College events
- Subsidised rate for on-site College Nursery
- Wide range of discounts and access to University gardens, libraries and museums
- Full-time (35 hours per week), permanent contract
- Probationary period of six months
- On-site working with work from home possible

Full terms and conditions of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.
**How to apply**

Pease submit your application as a single PDF or Word document by email to recruitment@some.ox.ac.uk stating vacancy reference number **900482** in the subject line.

You should include:

a) A covering letter, highlighting your suitability and motivation for the post and outlining how your skills and experience match the requirements of the role

b) A *curriculum vitae* with details of qualifications, work experience and your contact details

**Referees**

Your application should include contact details for two referees who have recent experience of your work. One should be your most recent line manager. We will assume you are content for us to approach your referees at any stage unless you clearly indicate otherwise.

**Deadline**

**The closing date for the post is 10 a.m Friday 28 October 2022.**

**Interviews**

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date. Interviews will be held in person, in Oxford.

**Equal Opportunities**

Please download, complete and return SEPARATELY an equal opportunities recruitment monitoring form, which will assist us with monitoring equal opportunities in recruitment. This can be emailed to human.resources@some.ox.ac.uk

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex

**Your data**

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations 2018 and the College’s policies. Further details are available at https://www.some.ox.ac.uk/privacy-foi/privacy-notice/
**Pre-employment Screening**

Any offer of employment will be subject to the following:

1. **Documentary proof of right to work in the UK**

   The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. **Evidence of qualifications**

   You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

3. **Medical fitness**

   Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

4. **Further checks**

   Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.

April 2022