



Senior Development Executive

(Maternity cover – 12 months)

Starting salary £33,386 (salary range £33,386 to £38,679 for 0.8FTE)

28 hours per week (full-time of 35 hours considered)

Somerville College is seeking to appoint an exceptional candidate to cover the period of maternity leave of our Senior Development Executive from 24th June 2024 or as soon as possible thereafter. This is a fixed-term role for one year with the possibility of a further three-month extension. This is an active fundraising role encompassing major gifts and legacies. Under the guidance of the Development Director, you will help to develop our ambitious fundraising campaign to raise almost £30 million under the RISE banner: Resilience, Inclusivity, Sustainability, Excellence.

As this is a maternity cover, you will need to be able to fit quickly into the needs of the role. Joining our experienced and friendly team, you will be given the freedom and support to deliver on our collective fundraising goals. A consummate professional, sophisticated communicator and great team player, you will know in your bones that fundraisers are choreographers of joy and the philanthropic journey should be rewarding for all concerned.

The post is offered on a part-time basis of 28 hours per week but we are happy to consider a full-time working pattern for the right candidate.

This is a great opportunity to a suitably qualified and experienced individual to progress their career in development and alumni relations.

Informal enquiries about the role may be directed to the Development Director, Sara Kalim (sara.kalim@some.ox.ac.uk)



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About the College

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. Its 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 its alumni community. As a result of decades of exemplary and innovative engagement with its alumni and friends, Somerville has nurtured a strong and loyal community of supporters who are proud of its heritage and eager to support its 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 its fundraising and objectives.

The role

The postholder will take a leading role in the realisation of the College's fundraising objectives by securing major gifts and legacies under the direction of the Director of Development, supporting the RISE Campaign and ongoing College fundraising. To work closely with the Director of Development and Campaign Director to develop cultivation, solicitation and stewardship strategies for major giving and legacies.

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.
- Increase the number of major gifts received by the College.
- 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.

Legacies

- Manage the College's legacy giving programme, including administration of all legacy gifts, stewardship of legacy pledgers and, where appropriate, their families. Continue to build legacy asks into the College's wider communication strategy. Oversee the annual Penrose Society event.
- Manage correspondence relating to legacies including acknowledgement of distributions and accounts and responding 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.
- Ensure data on legacies received is kept up-to-date and prepare reports, as needed, on legacy income for termly Development Committee meetings.

Selection criteria

Essential

Experience, knowledge, qualifications

- Significant fundraising experience and a track-record of success.
- A good understanding of the different functions of a development office and the different techniques involved in fundraising, specifically – major gifts and legacies.
- A track record of superlative relationship building that has resulted in securing target driven major gifts and legacies.
- A clear enjoyment of face-to-face fundraising.
- 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.
- An understanding of; the different media available to fundraisers, tax-effective giving, best-practice policies and regulations governing fundraisers
- Experience of interaction with individuals operating at the highest executive level.
- Experience of working as part of a team.

- An appreciation of working in an academic environment as well as with the private sector.
- First degree level, or equivalent.

Skills and abilities

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

Attitudes and approach

- Goal-oriented and enthusiastic.
- A responsive, flexible working style.
- Readiness to travel and to work flexible hours.
- Motivated to participate in and make a positive contribution to the life of the College.
- Sound judgement, diplomacy and personal presence.

Desirable

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

Salary, hours and benefits

- The starting salary for the role will depend on skills and experience and the number of working hours agreed. The starting salary is £33,386. This is aligned to the College's salary scale for support staff, band 8 which has a full-time equivalent range of £41,732 to £48,349
- Generous contributory pension scheme with employer contribution of up to 16%
- Pro-rata of 38 days annual leave per holiday year (inclusive of bank holidays and flexible leave)
- Free lunch each working day and opportunities to attend College events
- Subsidised rate for on-site College Nursery
- Eligibility to apply for discounted travel pass loan
- Wide range of discounts and access to University gardens, libraries and museums
- On-site working with occasional 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

Please use our online recruitment site via www.some.ox.ac.uk/jobs and follow the application instructions provided on screen. Please ensure you provide details of 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.

In addition to completing the online application form, please provide a covering letter explaining why you are applying and how you feel you match the selection criteria above. Please also include an up-to-date CV.

Any queries may be directed to sara.kalim@some.ox.ac.uk

Deadline

The closing date for the post is Noon (UK time) on Monday, 20 May 2024

Interviews

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date.

Interviews will be held in person at Somerville College, Woodstock Road, Oxford OX2 6HD and are **likely to be held on Monday, 3 June 2024**

Equal Opportunities

The policy and practice of the University of Oxford and Somerville College is that all staff are afforded equal opportunities within employment. Entry into employment and progression will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. 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 any protected characteristic. 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.