

Job description and selection criteria

Job Title	Director of Development
Department	Blavatnik School of Government
Division	Social Sciences
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 10: £55,750 - £64,605 with a discretionary range to £70,579 per annum. A market supplement may be available for suitably experienced candidates.
Hours	Full-time
Contract type	4 year fixed term
Reporting to	Chief Operating Officer and Associate Dean (Administration)
Vacancy reference	143663
Closing date	12 noon GMT Monday 9 December 2019

The position

The Blavatnik School of Government has a bold vision of a world better led, served and governed. In an increasingly polarised world, this goal has never been more pressing. There isn't a society anywhere that doesn't want its government to work better. We pursue our vision by teaching current and future leaders, researching solutions to challenges, and convening discussions across divides.

We are distinctively international in approach: since our foundation in 2010 and our first intake of students in 2012, we have welcomed students from over 120 different countries and territories and hosted current and former heads of government from multiple nations. Our graduates already hold senior elected and appointed government posts around the globe. Having thrived in our first period of growth, we are now embarking on an ambitious ten-year plan to catalyse even greater change. The Director of Development will be pivotal to this next phase.

The School has three major goals for the next decade: (1) to identify, educate and support new leadership for the public sector across the world; (2) to listen to governments, understand the hardest challenges they face, and supply them directly with applied evidence and solutions to help them improve; (3) to build unlikely coalitions in an increasingly polarised and fragmented world, bringing warring factions together to create solutions for their communities.

The Director of Development will build on strong foundations. Following a £75m founding gift, the School has raised a further £20m since 2010, with a series of further major gift proposals under detailed discussion with donors.

Eloquent and inspiring in articulating a vision, you will drive forward the global fundraising strategy, working alongside Dean Ngaire Woods. You will join a strong senior leadership team and work with outstanding faculty committed to securing the School's future. Dynamic, entrepreneurial and able to operate creatively with a small team, you will bring a wealth of experience and talent to generating donor interest and developing innovative ways to meet the School's ambitious goals.

The School's fundraising strategy focuses on the core enablers of our goals: scholarships, academic posts and capital investment. We intend to focus efforts around the 10th anniversary of teaching at the School, in 2022. You will need substantial experience to work effectively with our supporters to mobilise their networks. In particular, you will work very closely with the Dean to establish excellent, productive relationships with the members of our International Advisory Board. You will be supported by a skilled development officer and have the opportunity to recruit another member of the team to complement your skills and experience. The School is part of the world's best university and the leading university in the UK for philanthropic income, and you will work in close coordination with the central development team.

Duties of the post

- Lead the School's fundraising efforts and take responsibility for the development function within the School. Assist and advise the Dean and the School's leadership to identify and define funding priorities. Develop the strategy for increasing the School's potential donor pool and for achieving ambitious fundraising targets.
- Coordinate a global development strategy for the School in collaboration with the University Development Office. Articulate a compelling vision and develop a strategic plan and budget, mapping priorities for the medium- and long-term progression of the School to ensure its distinctive profile as a leader in the field of university philanthropic income.
- Serve as a major gift fundraiser, taking the lead with some of the School's key prospects (or supporting the Dean where she is the lead fundraiser). In all activities you will work in close collaboration with the Dean and other members of the School's academic and professional leadership, and ensure all are acting in concert to support the School's fundraising goals.
- Manage a portfolio of some of the School's top donors and prospective donors, closing significant gifts in strategic areas of need for the School. Implement solicitation strategies to secure major gifts from a wide range of potential donors, and commission, draft and review bespoke funding proposals.

- Understand and assess fundraising potential from a wide range of sources and devise an ongoing programme of domestic and international travel by the School's senior leaders and by members of the development team to meet with international donors.
- Engage faculty, professional staff and volunteer bodies in appropriate fundraising activities, motivating, coordinating and providing support and guidance for their efforts. As your direct team will be small, harnessing the wider skills and networks of the School in this way will be critical. Develop effective policies to optimise fundraising success and administrative efficiency.
- Enhance the engagement of volunteer leaders by building and maintaining close relationships with International Advisory Board members and other volunteers and donors to ensure that this senior and distinguished group of volunteers are actively and effectively engaged in the most productive ways.
- Understand complex academic projects and articulate them in compelling and exciting ways that will be understood by prospective donors and result in optimal philanthropic support.
- Work with the University's Director of Development and the Head of Development for the Social Sciences Division to ensure that support services, including prospect research, gift processing and acknowledgement, gift agreements, database management, stewardship, trusts and foundations fundraising, proposal development, and domestic and overseas University fundraising are aligned and adequate to support the School's ambitious needs.
- Work closely with the School's Director of External Relations, whose team covers events, communications and alumni relations and supports several aspects of the School's relationship development. In particular, work together to ensure that the articulation of the School's messaging to different audiences, including donors, is consistent.
- Recruit, supervise and motivate staff and volunteers as necessary to advance the School's fundraising goals. Deliver presentations, demonstrations and one-off training sessions for staff and faculty to optimise their involvement in fundraising activities.
- Contribute to the overall institutional development and growth of the School as a member of the Senior Management Team and in advising the Strategy and Resources Group.

Selection criteria

Essential criteria

- 1) A strong belief in the School's mission to improve government and public policy through teaching, research and engagement, and an ability to articulate this mission, and the School's current and potential impact, in compelling ways that excite potential donors.
- 2) The ambition to build effective fundraising success for a rapidly growing, high-profile, global institution.

- 3) Proven track record of accomplishment as a major and principal gift fundraiser, personally cultivating, soliciting, and stewarding major gifts from individuals, foundations and corporations; thorough understanding of best practices in development including knowledge of all development functions, alumni relations, and high-level boards and stakeholder groups.
- 4) The ability to add value by working collaboratively and strategically on a wide range of issues with the School's senior leadership team; capacity to advise the Dean on diverse matters, from high-stakes donor cultivation to broad institutional issues.
- 5) A proven leader with the experience, vision, energy and finesse required to partner with a Dean who is committed to fundraising success; the interest and ability to work in a new and growing department within a large global University; to work collaboratively with academics, colleagues, volunteers and donors; to set and achieve ambitious goals for success; a good listener who is capable of building teams and collaborating across the School and the University.
- 6) Personal qualities: integrity, enthusiasm and exceptional judgment; flexibility and the demonstrated ability to thrive in a fast paced environment, juggling numerous projects and satisfying numerous constituencies simultaneously; the ability to take risks and willingness to make difficult decisions when necessary; outstanding interpersonal and relationship building skills; excellent writing and presentation skills.
- 7) An undergraduate degree from a research-intensive university.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity,

we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2017/18 exceeded £579m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School is one of the youngest and most vibrant departments of the University of Oxford. It was founded in 2010, thanks to a £75 million donation by American and British philanthropist Leonard Blavatnik. We accept around 120 MPP (Master of Public Policy) students and five doctoral students a year. Uniquely, the School is anchored across all four of the academic divisions of the University: the social sciences; humanities; mathematics, physical and life sciences; and medical sciences. The School's goal is to improve the quality of government and public policy-making worldwide, so that citizens can enjoy more secure and more fulfilled lives. It is pursuing this goal through three priorities:

- **Teaching:** delivering transformative teaching programmes that combine deep expertise with analytical thinking and practical skills.
- **Research:** producing and communicating rigorous applied research, often in collaboration with public and private sector innovators, which addresses urgent policy challenges.
- **Engagement:** forging networks that enable policy leaders to learn from each other and from top scholars to generate solutions and to share best practice.

At the School, we treat everyone with dignity and respect; and are comfortable working with people from diverse backgrounds and with different perspectives.

For more information about the School, please visit: <https://www.bsg.ox.ac.uk/>

The School is committed to [equality and valuing diversity](#).

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit: www.bsg.ox.ac.uk.

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Sarah Whatmore, who is a member of the University's Council.

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information, please visit: <http://www.socsci.ox.ac.uk/>

How to apply

An executive search exercise is being undertaken by Perrett Laver who will support the Blavatnik School of Government in identifying the widest possible field of qualified candidates and assist in their assessment against the requirements for the role.

For details of the appointment, including further information about the job description, person specification and how to apply, please visit <https://candidates.perrettlaver.com/vacancies/> quoting reference **4427**. For informal inquiries please contact Alice Hayler at alice.hayler@perrettlaver.com or +44 20 7340 6280.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at:

www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk.

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.