

## Job description

<b>Job title</b>	Development Officer
<b>Division</b>	Social Science Division
<b>Department</b>	Blavatnik School of Government
<b>Location</b>	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 6: £29,176 - £34,804 (with a discretionary range to £38,017) per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term for two years.
<b>Reporting to</b>	Development Director
<b>Vacancy reference</b>	148536
<b>Additional information</b>	12 noon (UK time) on Monday, 7 December 2020

## The role

The Blavatnik School of Government has a bold vision to help governments around the world lead, serve and govern their communities better. We do this by connecting with change-making public leaders and supporting them through our teaching, research and convened events. We regularly host heads of government and our graduates already hold senior elected and appointed positions in governments around the world. We are a global school: in our first eight years of teaching, we have had students from over 116 countries and territories. The School has thrived in its first period of growth and we are committed to the next phase of our development to reach more leaders and catalyse even greater positive change.

This is a varied and dynamic role providing vital support for the Director of Development and the development team at the Blavatnik School of Government.

Your role will be to provide high quality and efficient administrative support to the development team. This will include maintaining and coordinating key milestones of the team's complex and multi-layered work plan, which includes monitoring long term fundraising goals, planning for key events, and supporting specific country or region strategies. You will also be required to work with the team in the development of specific donor strategies, to prepare initial prospect research and to ensure effective stewardship practices. You will be responsible for setting and maintaining the systems



and procedures for managing data and gift processes within the team. You will support and guide colleagues in fulfilling these in their work.

You will have primary responsibility for the Development team's input into the School's stand-alone contact database and for entering information into the University's fundraising database (DARS). In addition, you will need to have strong skills in writing, grammar and editing, as you will often be required to produce, proofread and send written documents and communications to key donors, volunteers and potential donors.

A new Development Director has been recruited to lead the School's fundraising activities and will start on 4 January 2021. The structure of the development team will be reviewed and determined shortly after, but it is likely the postholder will also support the work of other senior staff involved in development activities with donors. This will include maintaining donor records, generating gift documentation and drafting correspondence with prospects and donors.

### **Key Relationships**

The Development Officer will work as part of the School's fundraising team, reporting to the Director of Development who, alongside any other members of the team, fundraises for priority projects, spending much of their time out of the office initiating and maintaining important internal and external relationships. You will provide the necessary administrative support and coordination for the Director of Development and will assist the team in undertaking their professional duties effectively.

You will also build up key relationships across all areas of the School, in particular with the Deans' Office, Alumni Relations, Events and Communications teams. In addition, you will manage relationships with staff at the University Development Office (UODO), colleges and other divisions. You will recognise the importance of a collaborative approach to working with colleagues across the University and in Colleges, and be committed to transparent and timely information flows with colleagues.

The work of the Development Office covers a wide range of activities and priorities will inevitably change from day to day. All staff operate as a team, and, while each has his or her own responsibilities, they are expected to assist each other in peak periods. The Development Officer will need to become conversant with the University as a whole and especially with the School's academic and administrative staff and its advisory structure, and is expected to be self-motivated, highly organised and capable of working on his/her own initiative in providing support where necessary across the School.

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be flexible and adaptable, and able to contribute to the development of the School's fundraising function during an exciting period of growth and expansion.

## **Responsibilities**

### **1. Support for the Director of Development and Development Team**

- Maintain and coordinate key milestones of the team's complex and multi-layered work plan. This work plan will include long-term fundraising plans, planning for key events, and specific country or region strategies;
- Have primary and day-to-day responsibility for forward planning and liaison with Events and Communications teams, with the Deans' Office and with colleagues in the wider School.
- Overall responsibility for the effective operation of team administration and support processes

### **2. External Relations and Donor Strategies**

- Assist in dealing with the many influential, high net worth individuals and their staff, external to the University, who are involved in the School's fundraising activities, including volunteers, and prospective and existing donors;
- The post holder will encourage and interact with prospective donors and advance the major gift solicitation process (generally gifts in excess of £1m). This will require close consultation with the Director and will require the post holder to work effectively with senior School champions and volunteers.
- Work with the team to coordinate the maintenance of the list of the top fifty prospects;
- Support the development of specific donor strategies and prepare prospect briefings ahead of meetings with potential donors, liaising with staff in the University of Oxford Development Office and the collegiate University as necessary so as to build up the fullest possible picture of each potential donor, in a timely manner.
- Coordinate prospect research for the School, in consultation with the Director of Development.
- Guided by the Director, be able to understand academically complex projects, and explain and promote them to potential, non-specialist donors. This will involve working out how to articulate and publicise the aims of the collegiate University, by both documentary and verbal means.
- Working with colleagues, on behalf of the Director, provide the first draft of major gift proposals tailored for specific prospective donors.
- Be closely involved in ensuring effective stewardship practices by ensuring all donors are acknowledged and thanked by the Development Office and by providing assistance in the drafting of regular stewardship reports for the School's major donors;
- Liaise with the University Development Office to produce financial reports, tracking pledges and donations as and when necessary;
- Ensure a good working relationship between the School's fundraising team, college fundraisers and with the University Development Office, and to promote the sharing of information, in line with agreed principles and protocols.

### **3. Database Management**

- Ensure that a current and accurate record of all development strategy and activity is appropriately entered in the University's fundraising database (Development and Alumni Relations System, or DARS) and the School's contacts database. The Development Officer will be required to carry out all entries and enquiries on the fundraising database and to become the School's 'Super User' of the System;
- Improve the quality of data held within the database by undertaking targeted web-based research to identify a) potential donors to the School and b) potential participants in events;
- Carry out entries and enquiries on the fundraising database and generate accurate and timely reports;
- Set up and maintain meticulous electronic and paper filing systems, including details of the team's donors and prospects, currently numbering around fifty but expected to grow to two hundred over the next two years.
- Provide support to all colleagues involved in fundraising and stewardship to ensure consistent standards of prospect management and donor stewardship across the School.

#### **4. Communications**

- Produce accurate and high-quality documents using the full set of Microsoft Office tools (Word, Excel and PowerPoint);
- Assist or, when appropriate, deal directly with correspondence and be responsible for note-taking at meetings;
- Proofread, review and edit key documents and correspondence;
- Handle much of the internal communication with the academic and the wider School's staff and on occasions to act on his/her own initiative;
- Act, if appropriate, in the place of the fundraisers when they are absent or unavailable by responding to queries in a timely and efficient manner to maintain the smooth running of the team;
- Assist with the production and mailing of literature;
- Assist with the implementation of the development communications strategy (including mailings, electronic communications and website-updating).

#### **5. General**

- Carry out any other duties which are requested by the Director of Development and are commensurate with the grade of this post.

### **Selection criteria**

#### **Essential selection criteria**

##### *Experience and knowledge:*

1. A good general level of education, including a degree or equivalent
2. Experience of providing a high level of administrative support (including complex diary management) to senior staff in a fast-paced, complex organisation, ideally in a higher education or development environment

### *Skills and abilities*

3. High levels of professionalism, self-motivation, and excellent organisational skills including the ability to organise work in an efficient and effective manner, the ability to multi-task and prioritise work as appropriate in the light of varying deadlines, and evidence of a meticulous attention to detail.
4. Excellent communication skills, both oral and written, including a good command of the English language and a flair for producing written correspondence. The ability to produce a wide variety of written work of a high standard, excellent grammar and the proven ability to proofread and edit the work of others.
5. Excellent telephone manner and interpersonal skills, and the ability to deal with highly influential external contacts
6. Excellent IT skills, including confident use of the Microsoft Office toolset and the Internet, and experience in using large complex databases.
7. Attention to detail and accuracy in all matters, including written work, diary management, or management of complex travel arrangements
8. Good judgement including the ability to know when the situation demands that you act independently and decisively. Evidence of tact and discretion in dealing with confidential or sensitive matters

### *Attitudes*

9. A passion for the work and mission of the Blavatnik School of Government
10. A flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing needs and priorities in the team and across the School.
11. A keen appreciation of the importance of cultural contexts and the ability to operate effectively in dealings with contacts from a wide-range of countries and backgrounds.
12. The candidate must be flexible in their approach to work and prepared to work out of regular hours and to travel
13. A calm and professional manner when under pressure is important

### **Desirable selection criteria**

14. Experience of working within a fundraising, alumni relations or marketing environment
15. Experience of working in Higher Education
16. Experience of managing or supervising staff

### **Selection process**

We anticipate holding a selection process for the role on Thursday 10 and Friday 11 December. If you are unavailable on either of those dates, please make this clear in your application. The process will involve an exercise, a panel interview and the opportunity to meet with some staff at the School. Subject to that process, a preferred candidate may be invited back to the School for further meetings prior to an offer being made.

### **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post. Prior to the selection process, we may seek your permission to contact the referees you have nominated. If there are any you are not content for us to contact (e.g. current employer), those references will be taken up prior to appointment.

If you are offered the post, you will be asked to provide proof of your right-to-work and your identity. 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/](http://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 2016/17 exceeded £564m 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](http://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 was founded in 2010. We accept around 120 MPP (Master of Public Policy) students and five doctoral students a year.

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](http://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

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

### Information for priority candidates

*A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## 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/](http://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/](http://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 69<sup>th</sup> 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+/](http://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+/](http://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](http://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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://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](http://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/](http://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/](http://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/](http://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](http://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/](http://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](http://www.newcomers.ox.ac.uk).