

Job description

Job title	Development Manager
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 7: £32,817 - £40,322 (with a discretionary range to £44,045) per annum
Hours	Full time
Contract type	Fixed-term for 2 years
Reporting to	Director of Development
Vacancy ID	152076
Closing date	12 noon (UK time) on Monday 9 August 2021
Additional details	The selection process will involve a pre-interview exercise and an interview with the panel. The preferred candidate may be invited for further meetings with School staff.

Overview of the role

At the Blavatnik School of Government, part of the University of Oxford, our vision is of a world better led, better served and better governed. The School's 10th anniversary celebrations next year present an exciting opportunity to enhance its fundraising and volunteer engagement activities.

The post holder will manage strategic projects and high priority donor relationships, with the aim of attracting high value gifts in support of the School's fundraising objectives. They will have acquired knowledge of fundraising at a senior level and will use this experience to develop and deliver on key areas of the major gifts fundraising strategy of the School. They will work closely with senior staff and volunteers in identifying imaginative ways to capitalise on fundraising opportunities.

The ability to communicate with confidence and well-developed interpersonal skills are essential, as you will be managing a portfolio of high-net-worth individuals, influential volunteers and charitable/corporate entities.



Responsibilities and duties

Fundraising (60%)

1. Manage a high-profile portfolio of donors and projects maintaining close personal relationships with each in your portfolio.
2. Work closely with the Director of Development, Dean, senior faculty and members of the School's [International Advisory Board](#) (IAB) to cultivate prospective donors to the point where they can be solicited for a major gift. This includes advising the above on the best approach for engaging a prospect and ensuring that the engagement strategy is implemented collaboratively.
3. Initiate your own prospect research and direct the focus of the Development Officer, central prospect research team and or professional agencies to support your approach, cultivation and stewardship of potential donors through calls, visits and other forms of communication.
4. Independently manage the production of effective written proposals, reports and presentations to donors and prospective donors for fundraising purposes. This includes but is not limited to building an effective case for support, drafting detailed costs and financial information related to the project, interpreting academic content and presenting the information in an accessible style and layout.
5. Work collaboratively with other members of the Development team, key staff of all seniorities, including academic and professional staff, to deliver the required investment for School projects and ensure the smooth running of projects thereafter to aide donor stewardship.
6. Take a lead on the production of effective donor communications including but not limited to annual donor report.
7. Maintain clear and up-to-date records on donors and prospect management.
8. Demonstrate a full understanding of the School's responsibilities to its donors and uphold the University's policies on the acceptance of gifts.
9. Remain up-to-date with developments in fundraising and keep abreast of relevant philanthropic news, charity law and other relevant regulations.
10. Offer support and take up any duties assigned by the Director of Development.
11. Observe and comply with the University's policies and regulations, including the key policies and procedures on confidentiality, conflict of interest, ethics, data protection, equal opportunities, financial regulations, and health and safety.

Enhancing volunteer engagement (20%)

1. Support the Director of Development in ensuring volunteers of the School such as the IAB, visiting fellows and others feel supported and engaged for the benefit of advancing the School's mission. This will include supporting the planning of effective meetings, follow-ups, and highly curated communication pieces.

Donor Communications (20%)

2. Working closely with the External Relations team and Donor and Partner Relations Officer, develop engaging donor communications including web pages, curated donor updates and an annual donor report.

In addition to the above areas of responsibility, the position maybe required to undertake any other reasonable duties relating to the broad scope of the position and commensurate with the grade of the post.

Selection Criteria

Essential

- A good first degree from a research-intensive university.
- Previous experience of working in a fundraising environment.
- Strategic thinker with an ability to identify new opportunities for developing income streams.
- Very strong influencing and relationship building skills, an excellent and proficient communicator.
- The confidence, sensitivity and awareness to deal with high-profile individuals and make successful face-to-face requests for financial support at significant levels.
- Demonstrable experience of prioritising workload and working to tight deadlines with excellent attention to detail.
- Knowledge of trends, techniques, and best practices in major gifts fundraising.
- Excellent communication skills, both verbal and written.
- IT skills, including database and excellent word processing skills. Experience of Microsoft Office products; good knowledge of the web and capability in web research.
- Ability to develop productive relationships with a variety of staff, alumni, students and senior volunteers.
- Ability and willingness to be flexible and take on other duties as and when required.
- Commitment to and understanding of the School's mission and values.

Desirable

- Previous work experience in a relevant role.
- Proven track record of successful income generation or business development experience.
- University/Higher Education sector experience.
- Experience of working with DARS, Raiser's Edge or other fundraising system.
- Knowledge and understanding of tax efficient giving, international giving, legacy giving, data protection legislation, charitable regulations and best practice to the highest professional standard.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>.

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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 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.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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).

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

All applications must be received by **midday** UK time 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).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>.

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

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: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

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 <https://hr.admin.ox.ac.uk/staff-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 <https://www.sport.ox.ac.uk/>.

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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>.

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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.