<table>
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<tr>
<th><strong>Job Title</strong></th>
<th>Deputy Development Director</th>
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<td><strong>Line Manager</strong></td>
<td>Development Director</td>
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<td><strong>Salary / Grade</strong></td>
<td>£44,414 - £52,841 equivalent to Grade 8 on the current University salary scale - <a href="http://finance.admin.ox.ac.uk/salary-scales">http://finance.admin.ox.ac.uk/salary-scales</a></td>
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<td><strong>Contract</strong></td>
<td>Full time (35 hours per week), permanent, based on-site at the College</td>
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<td>Occasional out of hours working, including evenings and weekends, will be required to fulfil the requirements of this post.</td>
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<td><strong>Main purpose of the job</strong></td>
<td>The Deputy Development Director works in tandem with the Development Director to ensure that the Development and Alumnae Relations function is generating the necessary engagement and philanthropic support from alumnae and other supporters to enable the College to deliver its strategic plan.</td>
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Just a stone’s throw from Oxford’s High Street, the neighbouring colleges and dreaming spires of our world-class University, St Hilda’s thinks and acts ‘outside the Quad’. Unashamedly progressive, we have recently completed our award-winning 125th Anniversary Building and Pavilion, contemporary buildings that fit beautifully into our riverside heritage site with its charming, biodiverse and sustainably run grounds. During the last year we have also acquired several properties across Oxford, meaning that for the first time since 1909 we will be able to house all of our undergraduate students, allowing them to make the most of their time here and to achieve their best.

However, there is still much to do to ensure that our Development and Alumnae Relations function is generating the necessary engagement and philanthropic support from our 8,000 alumnae and other supporters/stakeholders in order that the College can fund and deliver its ambitious 2024-29 strategic plan, which will have financial and environmental sustainability at its core.

We are therefore seeking an ambitious Deputy Development Director to join a team of six as our operational linchpin, helping us to take philanthropy to the next level. You will have the principal responsibility for ensuring that we have a class-leading and compliant regime in place for managing alumnae relations, regular and legacy giving, donor stewardship and the identification and cultivation of prospects. You will also contribute to major and mid-level fundraising, with responsibility for an agreed pool of individual, corporate or foundation prospects.

You will need to be experienced or comfortable with managing and developing a small team of colleagues, capable of servicing volunteer boards and college committees with accuracy and integrity, familiar with budgetary planning and fundraising compliance and have an ability to lead our communications activities, spot trends in data, stage great events and the presence and empathy to effectively engage with all stakeholders, especially alumnae and academic colleagues.
Your appointment coincides with the arrival of a new Development Director (July 2023) and the initial period in the term of the highly respected and energetic Principal. A clear opportunity exists to contribute to our strategic direction and the tactical decisions that we need to make for the coming years. One of the University of Oxford’s 39 constituent colleges, St Hilda’s is a truly inclusive home to a thriving academic community of around 40 Fellows, a student body of circa 400 undergraduates and 220 graduates, and a team of more than 100 staff across a comprehensive range of services and operations.

Development at St Hilda’s

In 2018, the College celebrated its 125th anniversary and 10th anniversary as a mixed college. This has provided the focal point for an ambitious fundraising campaign based around the College’s twin aims of ‘Excellence and Equality’. It has featured the transforming of the fabric of the College site for future members, continuing the College’s tradition of excellence in teaching and research and widening access to a St Hilda’s education via greater support for bursaries and scholarships.

Our recent transformational programme of capital development is something that we can take real pride in, meaning that the College is now at a pivotal point, ready to embark on new ventures with an increased sense of institutional confidence and a much-enhanced profile in the University. This has featured:

- The completion of the award-winning Anniversary Building and Pavilion in October 2020, which has brought St Hilda’s closer to fulfilling a long-held promise to our undergraduates to be able to offer students in all years a college room throughout their time at Oxford. The transformation of the College estate will not be complete until all members of the St Hilda’s community have access to the range of facilities that they need and our buildings are more environmentally sustainable. The College is currently working on a number of long-term measures to decarbonise our estate, which will require a significant level of capital investment.

- The purchase in October 2022 of two significant buildings in central Oxford. These properties will not only allow the College to meet our targets for college rooms, they also represent excellent long-term investments. However, maintenance, development and decarbonisation of the new properties, at 38 St Giles’ and 11 Norham Gardens, will demand long-term funding.

- The remodelling of the Kathleen Major Library which lies at the very heart of the College and serves all our students. This summer’s works to the entrance to the Library will provide step-free access from the College garden, and the change in the layout of the study spaces will ensure that the College is supporting the study preferences and project work of today’s students.

Away from ensuring that our infrastructure is class leading, St Hilda’s has offered more undergraduate bursaries over the last two academic years than ever before. However, the demand for them outstrips the funding available. The economic impact of recent world events and the financial crisis is becoming increasingly apparent to our students, as they find their limited funds are stretched further than ever before. The St Hilda’s ethos of ‘Excellence and Equality’ means that offering financial support to those who need it most will always be a priority for the College.

The role

Key responsibilities

Senior management responsibility

- To line manage the Development Team, including responsibility for appraisals, training, development and recruitment.
- To draft papers for and report to College Committees as required.
To provide support to other members of the Development Office when they are running major appeals, such as telethons, Giving Days, and other campaigns.

To play an active part in managerial level collaboration in the College including representing Development interests and ideas in cross-College projects and activities.

To act as a key point of liaison between the Development Office and other teams within the College.

To act as a visible representative of the Development Office among the Fellowship and to deputise for the Development Director as required.

**Fundraising**

- To raise funds for St Hilda’s, including managing an agreed portfolio of prospects, ensuring that both the College’s and the donors’ interests are met.
- To identify and build relationships with alumnae, existing and prospective donors with a focus on securing donations in line with agreed targets.
- To develop a strategy for and implement the College’s regular giving programme.
- To develop a strategy for and implement the College’s legacy programme.
- To act as a senior point of contact for members of the College’s Development Advisory Board, supporting their work and helping to embed and build the role of the Advisory Board as part of the College’s wider development strategy.
- To design and implement an events programme that will support the College’s development objectives.
- To manage the Development Office budget.
- To develop and prepare selected alumnae communications, including termly e-newsletters and event invitations, to co-edit the *St Hildas Chronicle*, and to manage content for sharing via the website and social media.
- To ensure that all donations secured are in line with College policies and comply with GDPR and HMRC regulations, and that donations are recorded and recognised in a timely and appropriate manner.

**Other responsibilities**

- To undertake any other reasonable tasks which may be necessary in order to support the work of the Development Office.

**Person Specification:**

**Essential**

- Educated to degree level or equivalent professional experience.
- Experience of working in fundraising/alumni relations, preferably in Higher Education.
- Experience of line management.
- Excellent communication skills, both written and oral.
- Experience of financial and budget management.
- Highly-developed inter-personal skills, with the ability to deal confidently and sensitively with a wide variety of people.
- Highly proactive and self-sufficient with the ability to carry a heavy and diverse workload under pressure.
- Excellent organisational skills and attention to detail.
- Ability to handle confidential and sensitive data with discretion.
- Ability to commit to working outside normal office hours (time off in lieu will be given).

**Desirable**

- An understanding of the collegiate University’s structures and governance.
- Experience in working with Raiser’s Edge/NXT or DARS.
Conditions of Employment

- Salary: £44,414 - £52,841 per annum - equivalent to University Grade 8
- Contract: Permanent, full-time post (35 hours per week) based on-site at the College (Please note that occasional out of hours and weekend working will be required to fulfil the requirements of the post)
- Annual leave: 38 days per year, including public holidays (Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term)
- Membership of generous contributory pension scheme (USS)
- Membership of the College’s Senior Common Room (SCR)
- Lunch is provided free of charge when on duty, provided that the College kitchen is open, including Guest Nights.
- Probationary period: 6 months.
- Notice period: 3 months; 1 month during probationary period.

How to Apply

To apply for this post please send the following documents:

- Completed College application form
- Up-to-date CV
- A brief letter of application explaining your interest in the post and how you meet the selection criteria

to the HR Manager at recruitment@st-hildas.ox.ac.uk

The deadline for applications is 9am on Monday 17 July 2023. Interviews will take place on the morning of Thursday 27 July 2023.

Updated June 2023