



Job Title	Senior Development Executive
Line Manager	Deputy Development Director, whilst also working closely with the Development Director on the cultivation of donors.
Team	Development & Alumnae Relations
Contract	<ul style="list-style-type: none">• Full-time (35 hours per week)• Permanent• Out of hours work, including evenings and weekends, will be required, on occasion, to fulfil the requirements of the role.
Salary	Equivalent to University Grade 6 currently £34,982 - £40,855 per annum (including Oxford university weighting), dependent on experience https://finance.admin.ox.ac.uk/salary-scales#collapse1096021
Location	This role is largely based on-site at the College's main location in Cowley Place, Oxford although frequent travel to meet with prospects/donors is anticipated.
Main purpose of the job	Identify, cultivate and seek support from new prospects and existing donors who are able to support the College with financial and in-kind donations.

St Hilda's College

St Hilda's is one of the constituent colleges of the University of Oxford, set spectacularly in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 280 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth.

It has ambitious development plans and its ethos is a commitment to "excellence and equality", fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation.

We have just over 8500 alumnae, with around half having matriculated since 2000. 72% of our alumnae reside in the UK, 8% in the USA and 20% across the Rest of the World. 85% of our alumnae are female, but we have quickly grown to a level where 15% are male following the College's decision to go mixed in 2008.

The Development & Alumnae Relations Team

The Development Office is responsible for enabling our alumnae to establish and grow an enduring connection with the College, and between each other. There is also a crucial focus on raising philanthropic funds from within that community and more widely from non-alumnae, corporates and foundations.

The post-holder will be joining our team at an exciting time given that a new five-year campaign ('The Edge For Excellence') has recently been launched with the goal of raising at least £25m to help the College deliver on its 2024-2029 strategy. Led by the Development Director, the members of the six-strong Development and Alumnae Relations team work closely with a wide range of colleagues across the College, and especially with the Head of Communications and the Events Team.

Team Structure

- The **Development Director** sets the overall strategic direction for the team and is responsible for major gifts fundraising and is a Fellow of the College and a member of Governing Body.

- The **Deputy Development Director** oversees the operations of the office, with primary responsibility for alumnae relations activities, legacy giving, higher-level stewardship, and support for the Development Advisory Board. The Deputy Development Director has strategic oversight of our events programme and communications.
- The **Senior Development Executive** works with donors and prospects at the middle to major gifts level, ensuring that there is a schedule of cultivation events and opportunities throughout the year.
- The **Donor Stewardship Manager** ensures that making a donation is a smooth process and that their relationship with the College as a donor is a rewarding one.
- The **Alumnae Relations Officer** enables the College to build strong, positive relationships with and between alumnae across the eras, helping to create the conditions for sustained fundraising.
- The **Campaigns & Data Insights Officer** delivers a programme of digital and off-line giving campaigns, based on a systematic mining of data and insights, and supports the general building of intelligence regarding our alumnae, donors, and prospects.

Reporting and relationships

The post-holder will formally report to the Deputy Development Director, but will also liaise closely with the Development Director regarding the prioritisation of and the solicitation of donor prospects. The aim is that the postholder will both support and be mentored by the Development Director, enabling them to bring maximum teamwork and ingenuity. Working effectively with the Principal and other College Officers and alumnae volunteers is also a crucial aspect.

Duties and responsibilities:

The post-holder will play an important role in increasing the number and value of mid-level to major gifts, whether from new or existing supporters. Specifically, this will include:

- Generating a baseline of at least £500,000 per year in philanthropic income (pledges and donations).
- Representing the College and the fundraising campaign effectively and with tact and discretion in discussions with prospects and donors, including being able to explain and promote the key areas within the campaign to prospects who may not be familiar with Oxford and the collegiate system.
- Developing and working with an agreed pool of prospects (not fewer than 100) to establish contact with them, conduct virtual and in-person prospect meetings, and prepare individual gift proposals for higher level asks. Prospects will be at different stages in the pipeline - from initial contact and exploratory meetings through to the closing stage for the gift. The post-holder is expected to move the relationship through the process, matching the donor's interests to College priorities and asking for gifts.
The prospect list will include alumnae and supporters/volunteers, high net worth individuals referred by volunteers, and - where clearance is given by the University's prospect clearance team - non-alumnae, foundations, and the corporate sector.
- The post-holder will be expected to set up 'asks' for others as well as to solicit donations personally. This will require close consultation with the Director of Development, College representatives and volunteers assisting with fundraising, and may also require the post-holder to work effectively with academic staff in devising these approaches.
- Working with the Campaigns & Insights Officer to identify regular and lower-level single-gift donors who appear to have the potential to make more significant contributions.
- Working with Fellows and other key staff to absorb current information, needs and leads so that the structure and presentation of the Campaign can be as pertinent as possible.
- Providing general and customised reports on progress with the assigned prospect list and on the value of the department's overall prospect pipeline.
- Maintaining comprehensive database records for prospects and donors (using Raisers Edge NXT).
- Managing a schedule of cultivation events and opportunities in College, online and across the world so that engagement with prospects can be maximised.
- Preparing prospect research briefings to assist volunteers and the Development team to work effectively.
- Implementing appropriate stewardship strategies, in conjunction with the Donor Stewardship Manager, for all donors for whom the post-holder is the primary relationship manager.
- Complying with legal and best practice requirements for data handling and confidentiality.

Selection Criteria:

Essential

- A sales-based skillset and outlook that benefits from a naturally warm and consultative style
- Previous experience in fundraising, ideally with a track record of personally securing or demonstrably contributing towards five and six figure gifts
- Ability to exercise initiative, good judgement, cultural tact and diplomacy in meetings and negotiations with prospects, donors and volunteers
- An energetic and effective approach to initiating contact with individuals, backed by an ability to absorb the sentiment and detail of a case for support and communicate this with real resonance
- Ability to work towards the achievement of financial targets and requisite levels of prospect engagement, moving prospects along the pipeline to maximise the opportunities for giving
- Excellent and precise command of English, both written and oral, and high level of numeracy
- Adaptability and flexibility to manage a variable workload
- Excellent computer skills, including Excel, Word, and use of CRM databases
- Ability to handle confidential and sensitive data with discretion.

Desirable:

- Educated to degree level or equivalent professional experience
- Previous fundraising and alumnae relations experience within Higher Education
- Experience of fundraising across key international cultures
- Prior knowledge of how a collegiate University, such as Oxford, is organised
- Experience of using a customer relationship database for fundraising (the College currently uses Raiser's Edge NXT).

Terms of Employment and College Benefits:

- Salary: Equivalent to University Grade 6 range, currently £34,982 - £40,855 per annum (including Oxford University Weighting).
- Contract: Permanent, full-time post (35 hours per week). This role will primarily be based onsite in College, although some hybrid working will be considered.
- Due to the nature of this role, the post-holder will be required to work their hours flexibly on occasion, including out of hours, weekend and bank holiday working. If you are required to work outside normal working hours, time off in lieu may be allowed, with the prior agreement of your manager. Overtime pay will not normally be offered.
- Annual leave: 38 days per year (full-time equivalent), 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).
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Additional College benefits include: An Employee Assistance Programme; a private medical and dental Scheme (the College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); discounted travel on buses and trains through an interest-free season ticket loan; a Cycle to Work scheme and eye tests and discounted lenses or frames.
- Probationary period: 6 months.
- Notice period: 3 months; 1 month during the probationary period.

How to Apply:

Applications should include the following documents:

- Completed application form
- Curriculum vitae
- Letter of application explaining your interest in the post and how you meet the selection criteria

Your application should be sent to the HR Manager at recruitment@st-hildas.ox.ac.uk.

The deadline for applications is 9am on Monday 17 March 2025

Interviews will be held between 26-28 March 2025.