



JOB DESCRIPTION

Summary

Job title	Senior Development Executive
Division	St Cross College
Department	Development
Location	St Cross College
Grade and salary	Grade 7 (c. £38,500 - £42,000)
Hours	Full Time (37.5 hours per week)
Contract type	Permanent
Reporting to	Development Director

The role

This is a key fundraising position within the Development Office team, requiring a creative and enthusiastic professional with the commitment and energy to raise funds for St Cross and increase philanthropic engagement. The role combines regular giving responsibilities and major giving opportunities, providing a platform for an experienced fundraiser to both apply and expand their knowledge. The postholder will play an important role for St Cross, helping to preserve and improve the College's offering. A financial target will be agreed as part of annual objectives. The role is open to those seeking to move from related professions, such as sales and marketing.

Main responsibilities

- Grow philanthropic support for the College by undertaking mass fundraising appeals such as brochure mailings, giving days, telethons and e-mail/social media campaigns.
- Seek mid-level major gifts to St Cross, in collaboration with the Development Director, by developing relationships with alumni and friends who are prospective supporters at the £10,000-£50,000 level.
- Contribute to bolstering legacy pledges by running legacy appeals, in concert with the Development Director, and helping to manage the Audrey Blackman Society (the College's legacy circle).
- Oversee the administration of all donations to the College and report on philanthropic income to internal and external audiences.
- Take a leadership role in producing letters of thanks and acknowledgements for donors.
- Manage the College's main giving circle, the 1965 Club, and develop a strategy for growing its membership.
- Take an active role in the Development Office by contributing to wider departmental plans and strategy as appropriate and collaborating with all other team members. Deputise for the Development Director.
- Serve as an advocate for regular and major giving within the College, helping to promote the benefits of philanthropy to students, staff, Fellows and other community members.
- Attend events for alumni and friends, with the aim of networking and building relationships with current and potential supporters.
- Keep abreast of best practice in philanthropy within the Oxford community and Higher Education sector as a whole, and network with other fundraising professionals as opportunities arise.
- Take on any other duties appropriate to the level of the post, which may reasonably be requested by the Development Director.



Selection criteria

The successful candidate will be highly motivated, a self-starter, have a proven knowledge of regular giving techniques and an interest in developing (or enhancing) major gift fundraising skills. They will need to demonstrate a strong attention to detail, excellent writing skills, an ability to effectively communicate the College's case for support to different audiences, and an appetite for building relationships and working collaboratively with others. This role is ideal for an experienced regular giving fundraiser who is seeking to grow their career and expand into the major giving field. It could also serve as an opportunity for a professional in a related field to move into educational fundraising.

Essential selection criteria

- Experience of fundraising or a similar role, such as marketing, sales or alumni relations.
- Ability to manage relationships in a friendly, caring and confident manner, with a variety of internal and external constituencies (focusing particularly on alumni and supporters).
- The ability to think strategically and tactically about the relationship between potential donors and fundraising goals, combining regular and major giving elements.
- Strong written and oral communication capability, as well as good listening skills, with a sensitivity to the requirements of different audiences.
- Excellent organisational and project management skills, with an ability to prioritise and manage multiple tasks in a fast-paced environment.
- A high level of attention to detail and commitment to accuracy.
- Very good IT skills, including strong competence with spreadsheets, databases and basic accounting.
- Strong self-motivation and initiative alongside an ability to work well with others as part of a team.
- Willingness to travel when necessary and to work outside normal office hours when required.
- A keen interest in, and support for, the mission of St Cross College.

Desirable selection criteria

- Educated to degree level.
- Knowledge and experience of the University of Oxford or the Higher Education sector.
- Experience of working with a wide variety of constituencies, such as students, academics, university staff, alumni and friends.
- Previous work with volunteers.

Terms and Conditions

- Free lunches on the College site are provided when the college kitchens are open.
- University terms and conditions and benefits apply to this role.

About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with inter-disciplinary academic excellence.

As part of this close-knit egalitarian college, you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: www.stx.ox.ac.uk