



CHRIST CHURCH



JOB DESCRIPTION

Job title	Development Officer (Individual Giving)
Location	Christ Church
Department	Development Office
Salary	Salary Range £35,332 - £41,205
Hours	37.5 per week
Contract type	Permanent
Responsible to	Deputy Development Director (Philanthropy)
Application deadline	Noon 27 th November 2023
Vacancy reference	MT23_Dev1
Additional information	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Development Director.</p> <p>This post is subject to a six month probationary period</p>

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Department information

The College has a large and thriving alumni base of more than 9,000 members. Major resources have been invested in development activities since the mid-1990s, with important results for the institution's long-term financial security and ability to invest in its students. As the 500th anniversary in 2025 approaches, Christ Church remains committed to widening access through outreach activities, increasing student financial support, sustaining the tutorial system, preserving historic

buildings, and attracting world-class scholars. The Development Office plays a crucial role in raising funds in support of those important priorities.

Role of the Development Officer

This is a key position within Christ Church's Development & Alumni Relations Office. The successful candidate will bring a proven track record of success within fundraising, and will have demonstrated the ability to build strong and lasting professional relationships.

This would be an ideal role for someone with annual fund experience wishing to take the next step in their career.

Exceptional communication and interpersonal skills are sought, along with the energy and resilience to be a self-starter and motivating individual with an aptitude to work independently but also as part of a team. The ideal candidate will bring strong organisational and time management skills and be adept at managing information and scrutinising data. A willingness to travel is essential, both within and beyond the UK.

Main Duties and Responsibilities

- Working alongside the Development Director and Deputy Development Director (Philanthropy), deliver the college's fundraising strategy, working on an evolving case for support and helping to plan for the 500th anniversary campaign for 2025;
- Build and manage a portfolio of major prospects with an aim to solicit five figure gifts;
- Deliver effective strategies for the cultivation and solicitation of donors;
- Ensure donors are thanked and stewarded appropriately and that reporting obligations are fulfilled;
- Work with the Deputy Development Director (Philanthropy) to produce financial reports on fundraising progress for key meetings and internal publications;
- Work with the Development Officer to identify potential major donors from amongst the regular and single gift donor pool;
- Follow up attendees at Christ Church alumni events to find areas of potential donor interest;
- Build strong personal relationships with key members of the college community, including academics, graduate and undergraduate members, parents, college staff and alumni;
- Pay close attention to budgets and maintaining a record of costs;
- Keep a clear record on Raiser's Edge of prospect meetings and communicate feedback to other members of the Development Office team and others in college, where appropriate;
- Ensure all donations secured are in line with Christ Church policies and are dealt with in a tax efficient manner, to comply with HMRC regulations;
- Embrace an outlook for constant improvement in administering and delivering fundraising around effectiveness and efficiency, and in increasing donor engagement and participation;
- Being well-informed and bringing examples of fundraising best practice in to the Development function of Christ Church.

The Development Officer will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Development Officer may reasonably expect, to develop a general understanding of work across the Development Office and provide cover, assistance or support if needed to colleagues in other areas.

Person Specification

Essential

- A proven track record of fundraising;
- Broad experience or understanding of prospect management, cultivation and stewardship and of building and maintaining relationships;
- Educated to degree level or equivalent experience;
- Exemplary communication skills, both verbal and written, with a high attention to detail;
- Strong proposal-writing skills;
- Persuasive, tactful, diplomatic and with a sense of humour;
- Experience of use with CRM databases and abilities to use Microsoft Office applications;
- A collaborative team-player;

- Sympathetic to the aims of an Oxford college and with a strong interest in higher education.

Desirable

- Experience of using Raiser's Edge;
- Experience of fundraising within an educational environment;
- Working with and managing volunteers.

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. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

Terms and conditions

- Salary: will be within the salary range £35,332 - £41,205 according to experience.
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday, 9am – 5pm, however, flexibility may be possible. The post-holder will also need to have a flexible approach to working hours, as additional hours during weekends and evenings may be required at certain points of the year. Occasional hybrid/remote working will be considered.
- A three month notice period.

Employee benefits

- Christ Church employees enjoy five weeks paid holiday per calendar year rising to six years after two years' service. Time off in lieu will be given for Public Holidays which fall during term time.
- The post-holder will be entitled to lunches without charge when the kitchens are open.
- Generous pension scheme.
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development.
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme.
- Season ticket loans
- Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges.

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **Noon 27th November 2023**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Director of Development stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications should be emailed to recruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews for the position are expected to take place on w/c 11th December 2023.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts 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

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, gender, or sexual orientation.