

## FURTHER PARTICULARS

<b>Job title</b>	Development Manager (Christ Church Cathedral and Cathedral Music)
<b>Location</b>	Christ Church
<b>Department</b>	Development Office
<b>Salary</b>	University Scale Grade 7 currently £38,674 - £46,913
<b>Hours</b>	37.5 per week
<b>Contract type</b>	Fixed Term contract for two years
<b>Responsible to</b>	Development Director
<b>Application deadline</b>	<b>Noon 8 September 2025</b>
<b>Vacancy reference</b>	DM CCC/CM
<b>Additional information</b>	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Director of Human Resources.</p> <p>This post is subject to a six-month probationary period</p>

Christ Church Cathedral is unique in serving as both a Cathedral for the Oxford diocese and a chapel for Christ Church. The Cathedral holds services every day, open to all regardless of their personal beliefs. Music, particularly choral music, is a significant part of worship at Christ Church. Christ Church Cathedral Choir has a long and distinguished history, particularly known for its association with John Taverner, who was appointed its first organist and master of the Choristers by Cardinal Wolsey in 1526. The boy choristers are educated at Christ Church Cathedral School. Frideswide Voices, established in 2014, offers opportunities for girls, aged between 7 and 14 from schools across Oxfordshire, to be part of the choral foundation at Christ Church.

In anticipation of celebrations and fundraising associated with the 500<sup>th</sup> anniversary of the Cathedral Choir, Christ Church looks to appoint a Development Manager with responsibility for fundraising for the Cathedral and Cathedral Music.

This is a new role which will be part of the wider Development and Alumni Office at Christ Church, and it will initially be a two-year appointment. It is anticipated that the role will become permanent if fundraising targets are met.

As a new role, it offers the opportunity to shape the future of fundraising for an integral part of the joint foundation of Christ Church, Oxford and its music in advance of the 500<sup>th</sup> anniversary of the Choir.

### Role of the Development Manager

The successful candidate will work closely with the Development Director to create a fundraising strategy for the Cathedral and Cathedral Music.

The post holder will be expected to work closely with the Cathedral Chapter, the Organist, the Chair of the Friends of Christ Church Cathedral and other Cathedral colleagues as well as colleagues within the Development and Alumni Office in the delivery of their role.

The post holder will develop the prospect pool for the Cathedral and for the Christ Church Cathedral Music Fund to support the choirs and instruments – including a new organ. They will be expected to develop tailored prospect cultivation plans as well as devise approaches to trusts and foundations within the protocols of the wider University and identify



opportunities for wider appeals for donations and legacies and ensure their implementation. Throughout, precise and accurate records will be confidentially maintained for all contacts.

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 post holder will undertake independent meetings with potential donors at Christ Church, elsewhere in the UK and potentially overseas. The ideal candidate will bring strong organisational and time management skills and be adept at managing information and scrutinising data.

The role is Oxford-based, with the postholder expected to work part of the week within the Development and Alumni Office and part within the Cathedral. The postholder will be expected to travel within the UK and potentially to the USA to meet prospective donors.

### **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](http://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.

### **Christ Church Cathedral**

Oxford's Cathedral has a unique dual role in the Church of England. Christ Church Cathedral is the College Chapel as well as the Cathedral Church for the Diocese of Oxford, and welcomes worshippers from Oxfordshire, Berkshire, Buckinghamshire and beyond. The site has been a place of worship for more than a thousand years. A monastery was founded here early in the eighth century by St. Frideswide. Records suggest Henry I granted a charter to an Augustinian priory in 1122. Although no evidence of the earlier buildings remains, parts of the 12th-century structure are still visible in the Cathedral today. Wolsey suppressed the priory in 1524, and work began on the building of Cardinal's College – with part of the west end of the church removed to make space for Tom Quad.

After Wolsey's fall, the college was re-designated as 'King Henry VIII's College'. In 1546, the priory church became both the cathedral for the newly formed Diocese of Oxford, and the chapel of the new college of Christ Church, a college of the University of Oxford. Today, the Cathedral is a tourist destination, with over half a million visitors every year, and it is a venue for worship, services, concerts, exhibitions, talks, recordings, and performances.

### **Main Duties and Responsibilities**

- Working closely with the Development Director, develop the fundraising strategy for the Cathedral and Cathedral Music.

- Working closely with the Development Director and Organist, develop the case for support.
- Build and manage a portfolio of major prospects, both individuals and trusts/foundation.
- Develop and deliver effective plans for the cultivation, stewardship and solicitation of donors
- Design and deliver appropriate appeals for donations and legacies
- Build relationships with existing donors to the Cathedral and Cathedral Music Fund
- Work with the Development Director, Organist and Deputy Director (Alumni Relations and Stewardship) to ensure appropriate events for donors and prospective donors are included in the wider events schedule.
- Working with colleagues in the Communications team, produce appropriate news stories and a communications programme for donors and prospective donors.
- Keep a clear database record of prospect meetings and communicate feedback to other members of the Development Office team and others in college, where appropriate
- Meet an initial fundraising target of £200,000 p.a.
- Ensure that reporting obligations to donors are fulfilled and that donors are appropriately recognised within Christ Church's Donor Circles
- Build strong personal relationships with key members of the college community, particularly across the Cathedral, the Cathedral School and Development and Alumni Office but also with the Communications team and Steward's team.
- Produce financial reports on fundraising progress for key meetings and internal publications
- Work within delegated budgets, maintaining a thorough record of all costs
- Develop a thorough understanding of the taxation rules and regulations around donations ensuring that they are dealt with in a tax efficient manner and comply with HMRC regulations
- Ensure effectiveness and efficiency through constant improvement in administering and delivering fundraising and donor engagement
- Bring and contribute best practice examples in fundraising to the Development function of Christ Church
- Travel independently within the UK and overseas to meet with, and build, relationships with donors and prospective donors.

The Development Manager will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Development Office 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 of prospect management, cultivation and stewardship and of building and maintaining relationships
- Educated to degree level or equivalent experience
- Interest in arts and heritage
- 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 with CRM databases and abilities to use Microsoft Office applications.
- A collaborative team-player



- Sympathetic to the aims of an Oxford college and the ethos of an Anglican cathedral

### **Desirable**

- Certificate in Fundraising from the Chartered Institute of Fundraisers
- Experience of fundraising from trusts and foundations
- Experience of fundraising within the cultural sector
- 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 University Scale Grade 7 (currently £38,674 - £46,913) according to experience. New appointments are normally made at the bottom of the scale.
- Working hours: 37.5 hours per week. The normal working week is Monday to Friday. 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**

Please apply using the online application form available

[https://fas.chch.ox.ac.uk/fas\\_live/chchdevmanager/](https://fas.chch.ox.ac.uk/fas_live/chchdevmanager/) no later than the deadline of noon **8<sup>th</sup>**

**September 2025.** Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Development Director, 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 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 **15th September 2025**.

### **If you need help**

If you have any questions regarding the application process, please contact [recruitment@chch.ox.ac.uk](mailto: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, sex, or sexual orientation.