

Development Manager – Christ Church Cathedral School

Job title	Development Manager (Christ Church Cathedral School)
Location	Christ Church
Department	Development Office
Salary	University Scale Grade 7 currently (currently £39,424 – £47,779 with a discretionary range to £51,983) pro rata
Hours	26.25 hours per week (3.5 days per week)
Contract type	Fixed Term contract for two years
Responsible to	Development Director during probationary period, then the Deputy Development Director (Philanthropy) with close liaison with the Headmaster of CCCS
Application deadline	Noon 17 August 2026
Vacancy reference	DT-CCCS
Additional information	This post is subject to a four-month probationary period

About the Role

Christ Church is one of the world's most celebrated academic and ecclesiastical institutions, comprising Christ Church College, Christ Church Cathedral and Christ Church Cathedral School. Christ Church is strengthening its Development Office to build a more integrated approach to fundraising, alumni engagement and donor stewardship across the whole Foundation.

Christ Church Cathedral School is a private and independent prep school offering an outstanding education for boys aged 3 to 13. It is a choral foundation school, educating choristers of Christ Church Cathedral and the Chapels of Worcester College and Pembroke College. In addition, it offers places to girls and boys in its nursery and Pre-Prep.

This new role offers an exciting opportunity to lead fundraising and alumni engagement for Christ Church Cathedral School as part of the wider Christ Church Development team. Reporting to the Development Director, the postholder will work with the Development Director and Headmaster to develop and deliver a sustainable fundraising programme for the School while identifying opportunities for collaboration across the School, Cathedral and College.

Working closely with the School's Marketing Assistant as well as the Christ Church Alumni Relations and Communications teams, the postholder will strengthen engagement with former pupils, parents and friends of the School, building lifelong relationships that support both the School and the wider Foundation.

The postholder will also work closely with the Development Manager responsible for Cathedral and Cathedral Music fundraising, ensuring coordinated donor engagement, shared events and integrated fundraising opportunities wherever appropriate.

Exceptional communication and interpersonal skills are sought, along with the energy and resilience to be a self-starter and a 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.



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 School. The postholder will be expected to travel within the UK to meet prospective donors.

The role will contribute to the success of Christ Church's wider fundraising strategy, in the context of Christ Church's recent 500th anniversary, helping to build a culture of philanthropy that celebrates the distinctive but interconnected communities of the College, Cathedral and School.

Initially this will be a two-year appointment. It is anticipated that the role will become permanent if fundraising targets are met.

Key Responsibilities

Fundraising

- Working with the Development Director and Headmaster, devise and implement a fundraising strategy for Christ Church Cathedral School aligned with the wider fundraising priorities of Christ Church.
- Build and manage a pipeline of prospective donors, including current and former parents, alumni, friends of the School and other supporters.
- Develop compelling fundraising propositions for bursaries, capital projects, a school endowment and other strategic priorities.
- Secure and manage donor meetings, working closely with the headmaster and other senior stakeholders.
- Ensure donors receive timely acknowledgement and feedback on the impact of their support.
- Develop donor recognition and stewardship practices, including naming opportunities and donor reporting.
- Develop opportunities for regular giving, legacy giving and other philanthropic initiatives.
- Achieve a minimum of £200,000 per year in donations.
- Monitor fundraising performance and prepare reports for the Development Director and School leadership.

Alumni and Community Engagement

- Develop an alumni engagement strategy for Christ Church Cathedral School that complements the existing strategy for engaging Old Boys.
- Work closely with the School Marketing Assistant to build a vibrant and connected alumni network through delivery of this strategy.
- Work collaboratively with the Old Boys' Association and its Chair, supporting existing activities and identifying new opportunities for engagement.
- Develop communications and events that strengthen lifelong engagement with Old Boys and families.
- Maintain accurate alumni records and support improvements in data quality.

Parent and Former Parent Engagement

- Develop a strategic approach to engaging current and former parents in the life of the School.

- Work with the Headmaster and school leadership to design events and communications that build on existing activities, and support relationship building and philanthropic engagement.
- Support and collaborate with the PTA where appropriate to encourage participation and communication.

Data, Systems and Infrastructure

- Work with the Database and Insights Manager in the Christ Church Development Office to improve the quantity and quality of alumni and parent data.
- Maintain accurate donor and alumni records on the ToucanTech database.
- Ensure compliance with GDPR, fundraising regulation, University and Christ Church policies.
- Establish protocols for data collection, management, access, and security in line with GDPR and safeguarding considerations.
- Become fully trained in the use of ToucanTech database.
- Build systems that support effective relationship management, fundraising tracking, and reporting.
- Produce regular reports and analysis on fundraising and alumni engagement activity.

Collaboration Across Christ Church

- Work as an integral member of the Christ Church Development Office while collaborating closely with school colleagues.
- Collaborate closely with the Development Manager for the Cathedral and Cathedral Music to maximise fundraising opportunities across School and Cathedral and provide a coordinated donor experience.
- Identify opportunities for joint fundraising initiatives, shared events and integrated supporter engagement across the College, Cathedral and School.
- Represent the School within the wider Development Office and ensure its priorities are effectively reflected within the Foundation's fundraising strategy.

Relationship Management

- Develop productive relationships with senior academic and professional colleagues across Christ Church.
- Build strong relationships with governors, parents, alumni, former parents, donors and volunteers.
- Represent Christ Church Cathedral School and the wider Foundation at events, including occasional evenings and weekends.

Person Specification

Essential

- Degree or equivalent professional experience.
- Successful and demonstrable experience in fundraising
- Broad experience of prospect management, cultivation and stewardship, of building and maintaining relationships.
- Excellent interpersonal skills and the ability to build relationships with a wide range of stakeholders.
- Strong written communication skills, including experience of preparing persuasive proposals and donor communications.
- Excellent organisational and project management skills.

- Experience of managing events and stakeholder engagement.
- Ability to work independently while contributing effectively within a collaborative team.
- Experience of CRM or fundraising databases.
- Commitment to excellent customer service, discretion and confidentiality
- Sympathy with the values and ethos of a Cathedral School.

Desirable

- Experience within higher education, independent schools, charities or cultural organisations.
- Experience of major gifts fundraising.
- Experience of legacy fundraising.
- Knowledge of alumni relations.
- Understanding of collegiate Oxford or similarly complex organisations.
- Membership of the Chartered Institute of Fundraising or a commitment to continuing professional development.

Equality, Diversity and Safeguarding

Christ Church is committed to fostering an inclusive community and welcomes applications from candidates of all backgrounds.

Christ Church Cathedral School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and comply with all safeguarding requirements.

Pre-employment screening

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. A DBS check will be required.

Terms and conditions

- This is a part-time appointment of 0.7 FTE (3.5 days per week). Some evening and weekend working will be required to support donor cultivation, alumni activities and Foundation events. Time off in lieu will be available.
- Salary: will be within the University Scale Grade 7 (currently £39,424 – £47,779 with a discretionary range to £51,983) according to experience, pro rata. New appointments are normally made at the bottom of the scale.
- A three-month notice period.

Employee benefits

- Christ Church employees enjoy five weeks paid holiday per calendar year, pro rata. 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.
- Membership of the University Superannuation Scheme (USS).
- 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/ no later than the deadline of **noon 17 August 2026**. 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 week commencing **31 August 2026**.

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, sex, or sexual orientation.