



## FURTHER PARTICULARS

|                               |                                                                                                                                                                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title</b>              | Deputy Development Director, (Philanthropy)                                                                                                                                                                                          |
| <b>Location</b>               | Christ Church                                                                                                                                                                                                                        |
| <b>Department</b>             | Development Office                                                                                                                                                                                                                   |
| <b>Salary</b>                 | University Scale Grade 8, currently £49,119–£58,265, with a discretionary range up to £63,489. A market supplement may be available depending on the candidate's qualifications and experience.                                      |
| <b>Hours</b>                  | 37.5 per week                                                                                                                                                                                                                        |
| <b>Contract type</b>          | Permanent                                                                                                                                                                                                                            |
| <b>Responsible to</b>         | Development Director                                                                                                                                                                                                                 |
| <b>Application deadline</b>   | <b>Noon 1 September 2026</b>                                                                                                                                                                                                         |
| <b>Vacancy reference</b>      | DDDP_HT26                                                                                                                                                                                                                            |
| <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 Development.</p> <p>This post is subject to a four-month probationary period</p> |

### Christ Church

Known as 'The House', Christ Church was first founded in 1525 and has made an indelible mark on the UK. Notably, it played an important role in the creation of the Church of England, housed King Charles I during the English Civil War, and has educated 13 Prime Ministers and alumni such as Lewis Carroll. The college's impact can be charted through the centuries. Today, Christ Church continues its tradition as a unique joint foundation: one of Oxford's largest colleges—with accommodation for over 600 undergraduates and graduates—and also the Cathedral for the Diocese of Oxford. It is also a popular tourist destination, encompassing not only quadrangles, gardens and grounds, but also a Picture Gallery and Tudor dining hall.

### 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 500<sup>th</sup> 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. More information is available at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

### Role of the Deputy Development Director Philanthropy

This senior dedicated role at Christ Church reflects the College's commitment to delivery of a successful 500<sup>th</sup> anniversary Campaign. Working closely with the Development Director, the postholder will have a leadership role within the team and be responsible for delivering the fundraising strategy during the quiet phase of the Campaign and strategic planning for the public phase. 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 with potential and existing benefactors.



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

Strong management skills will be essential for success as the role will also have day-to-day management of team members with fundraising responsibilities.

### **Main Duties and Responsibilities**

The following duties are not shown in order of priority or frequency, nor is the list exhaustive but rather an indication of the type and level of duties expected of the post holder.

#### Fundraising

- Working closely with the Development Director, deliver the college's fundraising strategy during the quiet phase and then public phase of the 500<sup>th</sup> anniversary campaign.
- Build and manage a personal portfolio of around 120 major prospects with the aim of securing six and seven figure gifts and meeting agreed targets.
- Deliver effective strategies for the cultivation and solicitation of donors.
- With the Development Director, develop bespoke fundraising proposals for major prospects.
- Be fully engaged with the major projects which the 500<sup>th</sup> anniversary campaign will help deliver and ensure donor feedback is channelled appropriately.
- Oversee the reporting cycle, ensuring that reporting obligations are fulfilled and donors are inspired; ensure that donors are thanked, recognised and stewarded appropriately.
- Ensure all donations secured are in line with College policies and are dealt with in a tax efficient manner, to comply with HMRC regulations.
- Follow up with attendees at Christ Church alumni events to find areas of potential donor interest.
- Undertake at least 2 visits to the USA per year and other overseas visits when opportunities arise.

#### Strategy

- Develop, enhance and implement strategies for fundraising and donor stewardship, working closely with the Development Director.
- Oversee all prospect management plans and run prospect management meetings
- Manage the creation of fundraising literature and proposals, in collaboration with the Communications Manager.

#### Management

- Lead, mentor and effectively line manage the Development Managers (3), Legacy Manager and Graduate Associate to ensure they are working productively and adhering to best practice in the sector.
- Be responsible for appraisals, recommending appropriate professional development and training.



- Build relationships with Development Board members and support the Development Director to ensure the Board is working productively.

#### Internal Collaboration

- Attend meetings of the Development Board four times a year and the Development Committee once a term.
- Work collaboratively with the Development and Alumni Relations Team colleagues, particularly in communications and events.
- Work closely with the Deputy Development Director (Alumni Relations) to ensure appropriate events to steward donors.
- Be a visible representative of the Development & Alumni Relations Office among the Fellowship; deputise for the Development Director when required.
- Build strong personal relationships with key members of the college community, including the Dean, members of the Governing Body and wider Senior Common Room, the Academic Office, Steward's Office and graduate and undergraduate members.

#### University collaboration

- Work with colleagues within the wider University development community on joint opportunities.
- Ensure all fundraising activity relating to non-alumni prospects and donors complies with the University's protocols.
- Participate in the Advancing Oxford and Deputy Development networks.

#### Administration

- Pay close attention to budgets and maintaining a record of costs.
- Oversee prospect management within the Toucan Tech database, ensuring contact reports and actions are recorded, and working with Toucan Tech to implement improvements where necessary.
- Be fully appraised of our obligations under GDPR and ensure we are following best practice.
- Be well-informed of best practice in fundraising and bring examples to the Development function of the college.

#### **Person specification – Essential Criteria**

- Educated to degree level
- Proven record of securing major gifts
- Experience of translating strategy into meaningful short-, medium- and long-term actions
- Experience of successfully managing a small team
- Motivated team manager who can take initiative, be proactive, and deliver to deadlines
- Excellent interpersonal skills, able to communicate effectively and engage a variety of different audiences
- Experience of identifying and creating opportunities to increase engagement between Christ Church and the alumni
- An ability and the skills to identify and cultivate prospective donors and manage a prospect pipeline



- Proven organisational abilities, able to manage competing priorities for both self and the wider team
- Demonstratable experience of handling confidential information
- Experience of building and maintaining close relationships with stakeholder groups
- Strong technical skills, including knowledge of databases and high proficiency in Microsoft Office applications
- A keen interest in benefactor relationships and understanding of the goals of a leading Oxford college

### **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.

### **Terms and conditions**

- Working hours are 37.5 hours, with an hour for lunch (unpaid) Monday to Friday, the position is not normally eligible for overtime. It is expected that longer hours will be worked, as reasonably necessary, to fulfil the duties of the appointment.
- Entitlement to five weeks paid annual holiday, together with normal statutory Public Holidays rising to six weeks after two years' service.
- Automatic enrolment to the University of Oxford Staff Pension Scheme (USS).
- Other benefits include free lunches on working days when the college kitchens are open.
- University Scale Grade 8, currently £49,119–£58,265, with a discretionary range up to £63,489. A market supplement may be available depending on the candidate's qualifications and experience.
- Probationary period of four months.
- The appointment will be subject to three month's written notice period.

### **How to Apply**

Please apply using the online application form available here:

[https://fas.chch.ox.ac.uk/fas\\_live/chchdddphil/](https://fas.chch.ox.ac.uk/fas_live/chchdddphil/) no later than the deadline of **noon 1 September 2026**. 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 in the Person Specification, 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 assessed 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 **11 September 2026**.

#### **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 must 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.