



Oriel College

UNIVERSITY OF OXFORD

Development Officer (Major Gifts)

Hours: 36.5 hours per week

Salary: Band 5 circa £28,000-£31,000

Supervised by: Deputy Director of Development

PURPOSE

Oriel College's highly successful fundraising programme is at an exciting stage of growth as the College approaches its 700th anniversary year in 2026. Oriel has a committed and engaged alumni body many of whom show their commitment to the College by financially supporting its students, world leading teaching and research, and historic buildings. The College will soon enter the final phase of its campaign for 2026, *People and Place*, and this role will be central in driving success.

The primary responsibility of the Development Officer (Major Gifts) is the active management of current and prospective donors with the potential to give leadership-level and major gifts. They will work closely with the Deputy Director of Development, Director of Development, Development Officer (Regular Giving and Legacies), and Development Executive (Research) to generate a pipeline of prospective donors, close donations, and steward relationships for the long term.

This role is about 'hitting the road' and building relationships with Oriel alumni who would like to mark the 700th anniversary of their College with a gift to support the College's work. The postholder will be rewarded knowing that they have generated vital relationships to bolster the College's future for its second 700 years.

ROLE AND RESPONSIBILITIES

The Development Officer (Major Gifts) will:

- Manage an active portfolio of c.150 current and prospective donors with the potential to give major gifts, guiding them through all stages of the major gifts cultivation and stewardship cycle.
- Working to agreed activity targets, develop and implement strategies for prospective donors, agreeing these with colleagues, and ensuring donor and College interests are met.
- Increase the number of donors making mid-level or leadership gifts to Oriel through face-to-face activity.

- Alongside the Development Executive (Research), generate, qualify, and enrich prospective donor lists.
- Working with the Development Officer (Regular Giving and Legacies), grow the membership of The 1326 Society – the College’s society for those who give at least £1,326pa.
- Within agreed stewardship strategy, deliver the highest quality engagement opportunities for donors and prospects.
- Work with the whole major gifts team, and colleagues across the College and wider Collegiate University, to ensure fundraising approaches are donor-led.
- Manage and keep track of prospect plans on our CRM database, DARS, working with the Deputy Director of Development and Development Officer (Regular Giving and Legacies) to cultivate gifts as part of the wider prospect management strategy.
- Carry out other duties and tasks as may be defined by the Deputy Director of Development and Director of Development.

KNOWLEDGE SKILLS AND EXPERTISE

Essential

- Well-developed relationship management ability, with the interpersonal skills to build relationships at all levels, both internally and externally.
- Educated to degree level, or have experience working in a fundraising or engagement function, preferably in an educational context.
- Demonstrable fundraising, sales, or relationship management experience – with experience of negotiation and achieving an outcome which involves a monetary sum.
- Demonstrated ability to meet activity targets in a results-driven environment.
- Ability to act as a strong and reliable brand ambassador for Oriel College, and the wider collegiate University.
- An interest in higher education, and an understanding of the collegiate University of Oxford and its goals and successes.
- Excellent organisational skills with the ability to manage multiple projects at once.
- Ability to work as part of a team and solo.
- Excellent standard of written English.
- Flexibility to work outside of regular hours, and to travel around the UK, according to business needs as and when required.

This role is perfect for those who wish to kickstart or develop their major gifts fundraising career at the University of Oxford.

This list is not exhaustive and may include other duties as and when required by the needs of the College.

Qualities, Experience and Qualifications

Essential

- A good standard of education (A-Levels or equivalent).
- A high level of initiative and practical ability.
- Good oral and written communication skills.
- Appropriate experience in an administrative role.

- A high level of personal organisation.
- A high level of accuracy and attention to detail, with an organised, systematic, and methodical approach to work.
- Good analytical and problem-solving skills.
- The ability to work under pressure, to prioritise effectively, and to meet deadlines.
- The ability to work well in a small team.
- A positive attitude to work, and a willingness to help others.
- The ability to maintain a high standard of confidentiality and discretion.
- Good IT skills, including competence in database work (in particular using Microsoft Access), together with word-processing using MS Word, and use of MS Excel and MS Outlook.

Desirable

- Experience of working with volunteers.
- Experience of using a relationship database, for example DARS or The Raiser's Edge

Benefits include:

- a generous workplace pension scheme
- 30 days annual leave plus public holidays (or time in lieu of public holidays worked)
- free meal on duty (when the kitchen is open)
- discounted bus travel and access to a cycle scheme
- Discounted membership to the University sports facilities
- Local and national retail discounts
- Training and career development

Oriel College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.