

JOB DESCRIPTION

Job title	Deputy Director of Development
Department	Development
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£54,000 - £58,000 per annum (dependent on experience)
Hours of work	Full time – 36.5 per week
Contract type	Permanent
Reporting to	Development Director
Direct report(s)	Development Officers x 2

Overview of the role

The post holder will take strategic and operational responsibility for all fundraising within the UK and overseas, except for principal gifts which will fall to the Development Director.

Responsibilities

- Lead on the strategic development of lower level, regular, mid-level and major gifts (£20,000+) to Oriel in the UK and overseas, with the Development Director leading on principal gifts, case for support and overall strategy.
- Manage a portfolio of Major Gift donors and prospects, shared with the Development Officer - Major Gifts.
- As a part of the Development Management Team, with the Development Director and Head of Alumni Engagement and Operations, the Deputy Director of Development will provide leadership to the team overall and represent the Director of Development where necessary.
- Line manage the two Development Officers

Major Gifts

- Alongside the Director of Development, will take responsibility for developing a fundraising strategy to lead the College beyond the end of its 700th anniversary campaign (culminating in 2026); overseeing fulfilment of that strategy, developing measurable targets to realise success.

- Manage an active portfolio of c.130 current and prospective donors with the potential to make major gifts, guiding them through all stages of the major gifts cultivation cycle including:
 - Play a role in growing the number of donors making mid-level or "leadership" gifts to Oriel by securing such gifts, a responsibility shared by all those with face-to-face fundraising duties.
 - Use judgement, often without reference, to determine what proposition should be put to a potential donor, and under what terms, to secure the best possible support for the College.

Development Office leadership and management

- Work with the Director of Development and Head of Alumni Engagement and Operations on the management of all aspects of the College's alumni and development programmes and activities, including the development and implementation of the office's strategy, and relationships with other parts of the collegiate University of Oxford as applicable.
- Take personal ownership of the strategy; working across the College, including but not limited to the Provost, Development Director, fellows, Treasurer/Bursar. Working with internal stakeholders to identify projects for support, at all levels and in line with the College's defined and agreed priorities as laid out in the Case for Support.
- Lead and manage the fundraising function at Oriel on a day-to-day basis, ensuring good coordination and relationships with other teams in the College.
- Through line management of all those engaged in income generation in the Development Office, lead the College's lower-level, regular, mid-level and major giving programme, including through acting as the senior fundraising officer in objective-setting, performance management, and mentoring for the face-to-face fundraising activities of junior fundraising staff.
- Liaise with a wide range of internal colleagues on a regular basis, including the Provost and Fellows, College Officers and staff guiding them on their involvement in the development process as required, earning their trust and confidence.

Selection criteria

Essential:

- Outstanding and well-developed relationship management skills, with the interpersonal skills to build relationships at all levels, both internally (Fellows, staff and students) and externally (alumni, donors and volunteers).
- Educated to degree level, or extensive experience working in an elite research-intensive educational institution.
- Experience of making direct requests for donations, with a track record at the six figure donation level and above. The College would consider candidates with exceptional equivalent experience in a similar role involving high level relationship building responsibilities.

- Demonstrated ability to meet income and activity targets in a results-driven environment.
- Act as a strong brand ambassador for Oriel College.
- An interest in higher education and in particular an understanding of the University of Oxford, and its goals in teaching and research.
- Excellent organisational skills, with the ability to manage multiple projects and meet deadlines.
- Excellent standard of written English, with strong proposal-writing skills.
- Experience of using CRM databases and the ability to work with personal and confidential information in line with relevant privacy and data protection regulations.
- A combination of the personal sensitivity, creativity, confidence and tact that is needed when working with senior academics, development colleagues and prospective major donors to the College.
- A team player who enjoys developing the skills and experience of others.
- Flexibility to work outside of regular hours according to the business needs as and when required.

Desirable

- Experience of working with volunteers and managing a volunteer programme.
- Experience of using Blackbaud CRM/DARS or the Raiser's Edge.
- Strong creative and copy-writing skills.

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Nobel Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

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.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The 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.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Membership to the Senior Common Room (SCR)
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.