Magdalen College, Oxford

SENIOR DEVELOPMENT EXECUTIVE (Major Gifts)
FULL-TIME
(Job Reference: DO17006)

The College
Magdalen College, founded in 1458, is one of the largest Colleges in Oxford and like all other Colleges, it is an independent, self-governing establishment. Magdalen has some of the most beautiful buildings in Oxford, and is set in 100 acres of grounds which include the Deer Park and Addison’s riverside walk. Magdalen has a strong academic tradition with nine Nobel Prize winners having been Fellows or students at the College.

The Development Team
The College has a long established Development Office with a team of eight, making it one of the larger Development Offices in Oxford. Magdalen is fortunate to have a highly engaged pool of over 8,000 alumni spread across the world, but concentrated in the UK and North America.

Development at Magdalen has the full support and engagement of the President and wider Fellowship of the College. The successful candidate will work alongside a Director, Senior Development Advisor (Legacies), Head of Alumni Engagement, Communications Officer, Alumni Engagement & Stewardship Officer, Research & Data Insight Officer, and a Development Assistant. While each member has specific responsibilities, it is a friendly “all hands on” office where considerable teamwork is encouraged and expected.

The Post
Magdalen is looking for an exceptional candidate with a proven record of fundraising success. We are looking for a dedicated and experienced fundraiser who has expertise in managing philanthropic relationships with high net worth individuals, outstanding interpersonal and communication skills and a high level of motivation. This is an opportunity for a seasoned fundraiser to take a leading role in the realisation of Magdalen’s campaign goals, taking on a portfolio of prospects, predominantly in London, and cultivating and soliciting gifts of £25k - £150k through face-face visits. The post holder will play a vital part with the Development Director in implementing the College’s fundraising strategy, developing relationships with alumni around the world.

The successful candidate will be offered the opportunity to work flexibly and, if necessary, remotely as long as they are within relatively easy reach of London and Oxford.

Reporting
The Senior Development Executive will report to the Development Director. He/she will work closely with other members of the Development team, as well as other key members of the College’s leadership and Fellowship.
Responsibilities
The Senior Development Executive will be directly responsible for major gifts, specifically:

- Taking an active lead on fundraising, cultivating and asking potential donors for major gifts (initially £25k - £150k) carried out through face-to-face meetings
- Building (with advice from Development Director) and managing a portfolio of 100 - 125 major gift prospects predominantly in London but also in North America
- Defining clear strategies for cultivation, solicitation and stewardship of each individual
- Assisting in the identification of new potential major donors and assessing current prospective donors for giving capacity and inclination following visits
- Developing relationships with existing major donors and working with other key staff including Fellows and volunteers in order to make best possible approaches for prospective donors
- Achieving goals for activity and revenue – increasing the number of visits per year and the number of major gifts received by the College annually
- Establishing effective working relationships with the Director of Development, President, Bursar, Senior Tutor, alumni volunteers and other key Fellows
- Preparing regular reports on fundraising progress and approaches for Development committee meetings
- Ensuring effective stewardship of all major benefactors in collaboration with the Development Director and other colleagues in the Development Office
- Attending alumni and fundraising events (where appropriate) in Oxford, London and other areas of the UK and abroad
- Working with the Senior Development Advisor (Legacies) to increase solicitation of legacy pledges
- Remaining informed on best fundraising practice, including any new developments and legislation that affect fundraising activity
- Liaising as appropriate with colleagues in the University’s Central Development office to ensure coordination of fundraising activity within the collegiate university
Person Specification

Knowledge and Abilities - Essential
- Significant fundraising experience and a track record of success in raising major gifts.
- Ability to develop relationships from cultivation to solicitation to stewardship
- Educated to degree level
- Outstanding communication skills (both written and oral) particularly demonstrating an ability to be persuasive
- Numerate and confident handling of financial data, able to assimilate complex information
- The ability to motivate and lead staff, volunteers, and others
- Belief in the importance of higher education and philanthropy

Knowledge and Abilities - Highly Desirable
- Significant involvement in a major fundraising campaign
- Experience of fundraising in an academic environment or relevant institution
- Understanding of and familiarity with Oxford and the collegiate system,
- International work experience
- Experience with databases (working knowledge of DARS / Raiser’s Edge is advantageous)

Aptitudes
- Commitment, drive and determination to set up and undertake regular visits/meetings
- Highly organised, able to plan and prioritise effectively
- Ability to thrive and work well under pressure while maintaining eye for detail
- Ability to work well within a team, as well as on one’s own initiative
- Intellectually able to gain confidence of, and have credibility within, academic community and with high profile individuals
- Ability to think strategically and tactically, to listen well and translate ideas into action

Attitudes and Approach
- Goal-oriented and enthusiastic
- Responsive and adaptable
- Willing to travel and work outside normal office hours
- Possessing sound judgement, diplomatic and tactful
- Well-presented and demonstrating a professional approach to work at all times

Salary and benefits
The post is a full-time (36.5 hours per week) permanent post and is subject to a six-month probationary period, after which time the candidate’s suitability will be assessed. The salary is at Grade 8 (currently £39,992 to £52,132 per annum) depending on experience and is subject to review. The College also offers an excellent benefits package. Full time staff members are entitled to lunch each day in Hall (while on duty in College) and to 30 days annual leave plus 8 public/bank holidays. Subject to the rules of the scheme, membership of the USS Pension is available. Car parking may also be available.

The appointment will be conditional on verification of the successful candidate’s availability for employment in this country, and subject to the receipt of satisfactory references. In line with the responsibilities of the post, flexibility in working hours will be required. The role requires substantial out-of-hours work for events, meetings and travel (UK and overseas).
**Selection Procedure**

Interested applicants should submit the following:

- Covering letter that summarises your interest in the post and provides evidence of your ability to match the criteria in the person specification
- College application form
- Recruitment Monitoring Form

The closing date for applications is 12.00 pm Monday 8th January 2018; it is anticipated that interviews will be held Monday 15th January 2018. Late or incomplete applications will not be accepted.

Any potential candidates who wish to have an informal discussion about the role are welcome to contact the Development Director at sean.rainey@magd.ox.ac.uk

Applications should be sent to Human Resources at human.resources@magd.ox.ac.uk or by post: Human Resources, Magdalen College, High Street, Oxford, OX1 4AU