Letter from the President

Magdalen is an Oxford College with a remarkable record of achievement from Fellows, students and alumni. We have great traditions, ancient buildings and beautiful grounds but also a very modern outlook. This is particularly true with our record of fundraising and alumni relations.

Our members provide exceptional support and have contributed very generously to fund many key College projects in recent years. This includes the prize-winning extension and refurbishment of our Longwall Library, the largest Student Support Fund in Oxford, the endowment of several Graduate Scholarships, Tutorial and Research Fellowships, and the establishment of a major Research Centre. Support from our alumni has also helped us to house all of our undergraduates, and graduates in their first two years. The Development Director plays a central role in College being a Fellow and member of the Governing Body. There is a large Development Office with eight current members of staff.

The College is not resting on its laurels and has exciting aspirations for the future. In particular, we are planning a major fundraising campaign to endow every area of college activity. The new Development Director will play a key role in leading this campaign and will have the enthusiastic support of the President, Fellows and alumni from around the world. Accordingly, we are looking to recruit a Development Director who not only has an exceptional record of achievement in fundraising but also has the confidence and enthusiasm to make the new campaign a great success.

We look forward to receiving applications from outstanding fundraising professionals who will relish the challenge of working in one of the leading academic institutions in the world.

Professor Sir David Clary
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Background Information

Since it’s founding in 1458, Magdalen College has upheld a tradition of learning, education, and research of the highest standards. The College has a great history but also prides itself in its modern and progressive outlook. With close to 600 student members and 71 Governing Body Fellows, Magdalen is one of the largest colleges of Oxford University as well as home to a highly international, diverse and cosmopolitan community.

The Fellows provide teaching to undergraduates and supervision for graduates, as well as pursuing their own research activities. The top priority of the College is academic excellence and to that end, applications are encouraged from all students with outstanding academic potential, irrespective of background or country of origin.

The College has extensive and beautiful grounds, and many distinctive buildings including five libraries. There is a very active Chapel and the College Choir has a reputation as one of the finest in the UK. In addition, the gardens, grounds and parkland, including the water walks beside the River Cherwell, are open for the community and visitors to enjoy throughout the year. The College also owns and manages the Oxford Science Park which is home to over 80 companies.

Development and Alumni Relations at the College

Magdalen is proud of the achievements of its current and former students, and alumni have gone on to forge highly successful careers in fields as diverse as science, medicine, the humanities, politics, law, finance, public service, the arts, and as entrepreneurs.

With close to 9000 alumni, of whom about ten percent are resident in North America, the College maintains close contact with its members with a large number of events being held each year in College, elsewhere in the UK and overseas. Over 1,200 alumni attended a Magdalen event in the course of last year, and the College, through the Development Office, has established a very lively social media presence.
Background Information (continued)

Magdalen is particularly fortunate in the support it receives from alumni, friends, and benefactors who contribute generously to the College’s annual expenditure, capital projects, and endowment. These donations have been given in response to a series of discrete campaigns targeted at specific objectives including student support, graduate scholarships, Tutorial and Research Fellowships, research centres and college buildings. Access and Outreach to prospective students has also become a major priority and the College has appointed an Access Fellow to work closely with the Development and Alumni office towards securing support in this area.

The Development Office raises typically £3-4m pa and is one of the largest and most effective in the Oxford colleges with eight current members of staff. There are plans for a substantial new fundraising campaign and under the leadership of the new Development Director the College has aspirations to raise £6 - 8m pa over the next few years.

The role of Development Director

The new Development Director will be responsible for defining and implementing the next ambitious phase of the College’s fundraising strategy. This is a very important appointment at the College Officer level which also provides a Fellowship and Membership of the College Governing Body. This reflects the significance of fundraising as an integral component of the future of the College.

The Development Director is a key member of the Development & Alumni Relations Committee, which includes several alumni, approves fundraising objectives and monitors performance in achieving them. Progress is also reported annually to the Magdalen College Development Trust, whose trustees are alumni or Fellows of the College. The Development Director works closely with the President of the College who is currently Professor Sir David Clary FRS. The College is currently in the process of appointing a new President to start in September 2020.

For further information visit:
http://www.magd.ox.ac.uk/ and
http://www.magd.ox.ac.uk/alumni-friends/development-office-team/
The Role

Job Title
Development Director

Location
Oxford, UK

Responsible to
College President and Fellows

Reports to
Development & Alumni Relations Committee

Team
Currently a team of 8

Key relationships
President
Vice-President
Bursar
Chair, Magdalen College Development Trust
Fellows
Development & Alumni Relations Committee
College Accountant & Finance team

Purpose
The Development Director is responsible for all aspects of the management and activity of the Development Office, and provides support to the Fellows and any Development volunteers. The Development Director meets regularly with the College President to discuss planning, activity and progress.

The Development Director will be expected to present regularly to the Development & Alumni Relations Committee, the College Development Trust, and to any additional relevant committee that may be set up in the future.
Key Criteria for Success

After 12 months in post, the successful candidate will have:

• Developed and began implementing a robust strategic plan for the next philanthropic campaign.

• Gained personal credibility with the Fellowship to increase support for development within the College.

• Identified and established relationships with existing supporters as well as new potential major donors for the College.

• Generated momentum towards bringing in substantial gifts in the next 12 months.

• Familiarised themselves with the collegiate structure and established a good working relationship with the University’s central fundraising office as well as peers within other colleges.
Key Tasks and Responsibilities

Key tasks:

• Defining and implementing a strategy for fundraising and alumni relations that is consistent with best practice and the objectives of the College, as agreed by the Governing Body.

• Successful personal engagement in face to face fundraising with principal and major donors within the UK and overseas.

• Leading the functions and staff of the Development Office within agreed budgets.

• Achieving annual personal and team income targets.

Responsibilities:

• Develop and oversee strategies for a major gifts, regular and legacy giving programmes, alumni engagement, and communications.

• Set up a programme for frequent visits with potential donors in the UK and overseas.

• Establish an effective system for identifying and tracking prospective donors, together with maintaining records of all meetings.

• In liaison with the College accounts section, record all pledges and gifts, oversee the development and maintenance of efficient systems with relation to gift processing and report periodically thereon to College committees.

• Overseeing the work of the Development Office / Lead the staffing, career development and retention, and general running of the Development Office.

• Foster excellent relations with all Fellows, current students and alumni.

• Liaise with the University Development Office and other Oxford colleges, and represent the College’s views within the wider collegiate university on development matters.

• Act as a key member of the Development and Alumni Relations Committee to build relationships to develop the strategic objectives of the College.

• Liaise closely with the Chair and members of the Magdalen College Development Trust.

• Remain informed on best fundraising practice, and ensure that Magdalen’s fundraising activity is consistent with the Charity Commission, ethical principles, GDPR, and other relevant legislation.

• Act as a Fellow and Member of the Governing Body (Charity Trustee).
Person Specification

Experience and knowledge

Essential

- Demonstrable track record of successful major gift fundraising, in particular the ability to raise principal gifts through direct personal approaches and supervision of others who make personal approaches.
- Proven ability for strategic overview and ability to organise a major fundraising campaign.
- Knowledge of a broad range of fundraising/relationship building techniques, and in particular negotiating and closing significant donations/financial contracts.
- Successful record of widening the participation base of donors.

- Proven experience of leading and managing a development team, using the systems and disciplines that are current best practice, within budgetary constraints.
- Experience of prospect management, prospect tracking and stewardship programmes.
- An interest in fundraising and alumni relations, and sympathy with the aims of the College.
- The capability of representing the College at the highest levels.
- Educated to degree level or equivalent.

Desirable

- Understanding of the funding of higher education and knowledge of the national and international context of university funding.
- Experience of fundraising within a collegiate system.
Person Specification (continued)

Skills and abilities

- Entrepreneurial outlook and approach, with the ability to identify and maximise opportunities as they arise.
- Excellent interpersonal, communication, presentation and negotiating skills, with the ability to explain cases cogently in written and oral form, often to tight deadlines and to a variety of audiences.
- Demonstrable ability to interact easily and professionally with sophisticated and diverse alumni, benefactors and academics and experience of working with volunteer boards.
- Ability to work collaboratively with Senior Officers of the College and Fellows with sensitivity to academic governance in a collegiate setting.
- Strong strategic, analytical and tactical thinker and operator, with an ability to translate strategies into achievable goals.
- Strong leadership and team building skills.
- Flexible and proactive approach with a willingness to work outside normal working hours, including some evenings and weekends, and regular travel overseas.
- Sensitivity and commitment to the aims of the College and the University of Oxford.
Terms

To discuss salary parameters please call Sonja Dunphy, Managing Director, Richmond Associates on +44 (0)20 3617 9240.

The package includes:
• Membership of the Universities Superannuation Scheme.
• 30 days annual leave entitlement + bank holidays (it is expected that holidays would normally be taken outside term time and other periods when the presence of the Development Director is considered essential).
• Entitlement to take Common College Lunch and Dinner, free of charge.
• Free car parking when available.
• Optional contributory Healthcare Scheme.
• Opportunity to take part in a Housing Loan Scheme.

In addition, as a College Officer and Fellow, the Development Director will be entitled to live in College free of rent (or a discretionary housing allowance).
How to Apply

Magdalen College is an equal opportunities employer. We welcome applicants from all qualified candidates and strongly encourage applications from women and BME candidates. No applicant will be treated less favourably on account of their age, sex, marital status, race ethnic or national origin, religion or belief, disability, or sexual orientation. Further information on the College’s Equality Policy can be found at http://www.magd.ox.ac.uk/equality.

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications;

2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification;

3. Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission);

4. A private email address and telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Applicants are requested to complete a Magdalen College Recruitment Monitoring Form (which can be requested from Richmond Associates or found here: http://www.magd.ox.ac.uk/job-vacancies/) and return it along with their application. Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Sonja Dunphy, Managing Director, Richmond Associates.

Interviews with Richmond Associates will take place between from 19 September 2019. Shortlisted candidates will be invited to visit Magdalen in w/c 30 September, with formal interviews taking place on Wednesday, 9 October 2019.

The College will reimburse travel expenses to interviews upon presentation of receipts and within one month of the end of the recruitment process.

Please send your application to Kate Tilley, Business Support Assistant:

By email: info@richmond-associates.com

By post: Richmond Associates UK Limited
Mortimer House, 37-41 Mortimer Street
Fitzrovia
London
W1T 3JH

Tel: +44 (0) 20 3617 9240