**Job title:** Development Officer

**Salary:** £25,000 - £29,000 (Grade 5 / Grade 6 of Oxford’s University Salary Scale)

**Location:** Hertford College, Oxford, OX1 3BW

**Hours:** full-time

**Contract type:** Fixed term: 12 month contract initially, with the possibility to extend.

**Co-workers:** There are four other posts in the Development Office: Director of Development, Deputy Director, Alumni Relations Officer and Development Assistant.

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### Background

Hertford is one of the larger Oxford colleges, with over 400 undergraduates and nearly 200 postgraduates. First founded as Hart Hall in 1282, and then refounded as Hertford College in 1874, the main site lies in the heart of Oxford, near the Bodleian Library and Radcliffe Camera. The college is governed by a body of 45 Fellows, and has a community of over 7,000 alumni members. The Development Office forms the main point of contact between Hertford and its alumni.

The Principal, Will Hutton, joined the college in 2011 and is overseeing a period of growth. Will is a dynamic and charismatic figurehead for the college, having formerly been Editor-in-chief of the Observer, and is also a best-selling author and leading public intellectual. The Director of Development, Julia Thaxton, joined in 2014 and is implementing a new strategy for the Development Office across all areas.

Hertford is known for its progressive social agenda and proactive approach to access. The college is a friendly and open community, where staff, fellows, alumni and students work together for the best interests of current and future students. 2014 marked the 40th anniversary of co-education in Oxford, when Hertford was one of the first of the all-male colleges to admit women into mixed residence. 2015 was the 50th anniversary of Hertford’s pioneering access scheme: in the 1960’s one of Hertford’s academics, Neil Tanner, was the first person to kick-start access at Oxford by personally encouraging applications from state schools, attracting young people from non-traditional backgrounds to study at Hertford.

Hertford started to invest seriously in fundraising in 2012, which is more recently than many other colleges in Oxford. The Development Office has covered a huge amount of ground since then, using novel fundraising campaigns to kick us off in the right direction including two fundraising bike rides (one coast-to-coast in the UK, the other from Oxford to Venice). We are currently focusing on the academic core of the college, encouraging alumni to give back to their subject of study, and we will soon be launching a major capital campaign. 2017-18 was our most successful fundraising year to date, raising £1.96m from 876 donors (up from £497,000 three years ago, from 520 donors).

We're now looking for a new person to help us continue this upward trajectory and be a part of Team Hertford!
The role

We have 7,000 alumni. Last year nearly 1,000 of them made a donation. We want each of them to feel recognised as an individual, not a number in a database.

The Development Officer’s main role is to get to know alumni on an individual basis and encourage them to support the college with philanthropic donations. This individual will also engage students in the Development work of the college, and will maximise opportunities to link up projects with alumni support, as well as mentoring and networking opportunities.

The post-holder will be expected to demonstrate excellent interpersonal skills, impeccable attention to detail, and the ability to come up with creative ideas.

Responsibilities will include:

Data Analysis and Research
- Develop the college’s regular giving and crowdfunding strategy; identify non-donor alumni and lapsed donors and implement ways to convert them into donors.
- Segment data and research giving patterns; improve messaging and targeting of fundraising appeals.
- Identify major giving prospects in the UK and abroad for the Principal and Director of Development to approach.
- Research and advise the Principal and Director of Development on how best to approach major giving prospects.
- Identify legacy or mid-level prospects in the UK (and their broader network) for your own approach by email, phone or face-to-face fundraising.

Fundraising
- Approach, cultivate and solicit by email, phone or face-to-face UK prospects for legacies or mid-level gifts. Target range is single gifts of £1,000 - £10,000 or recurring gifts of £70+ per month.
- Assist students with crowdfunding and digital fundraising campaigns for specific clubs, societies and projects, e.g. boat club, choir tour, rugby tour, outreach activities. Seek out alumni donors who may wish to support these campaigns.
- Devise ways to encourage recent graduates to engage with the college and make participation gifts.
- Follow-up outstanding pledges, manage lapsed donors and convert single donors to regular donors, with a view to increasing the college’s number of donors and yearly philanthropic income.
- Take the lead on the college’s fundraising appeals by segmenting data, writing and commissioning content, developing designs and delivering it to specific deadlines.
- Assist with the planning and content for fundraising literature, including Donor Reports and legacy brochures.

Networking
- Liaise with the JCR and MCR or relevant societies to develop and execute a programme of young alumni networking and careers events.
- Manage the college’s relationship with key external stakeholders, such as firms delivering career advice and hosting events for recruitment purposes.
- Identify and implement ways to link individual students with alumni for career advice and mentoring, using external platforms as necessary.
- Research and update whenever possible alumni’s employment details in the college’s database by using company profiles and LinkedIn.

Stewardship
- Manage relationships with alumni and regular/mid-level donors and ensure that all gifts are thanked promptly.
- Create, organise and attend stewardship events to thank donors.
- Coordinate the writing and delivery of reports from bursary, hardship grant and travel recipients to relevant donors so they know how gifts are used.
• Organise college visits for alumni, donors and prospects; assist other members of the Development team with events, such as gaudies and subject reunions.
• Lead on gift recognition, either in the Donor Report or through naming opportunities, such as donor boards.
• Devise other ways to recognise donors and make them feel appreciated and closely connected to the college.

This list includes the principal responsibilities of the role but is not exhaustive. Other relevant duties may be specified from time to time.

Key internal relationships:
• JCR & MCR Committees
• Hertford College Boat Club President & Treasurer
• Hertford College Law Society Presidents
• Events coordinator
• Catering
• Bursary

Alumni networks & groups:
• Friends of Hertford: membership groups for non-alumni who wish to have a connection with the college
• Hertford Society: alumni-run society; work alongside the Development Office to connect alumni with the college
• Warnock Society: group for those leaving a legacy to the college
• Hertford College Boat Club Alumni
• Alumni sports teams

Key events to attend:
• Freshers’ Family Lunch
• Leavers’ Barbecue
• Christmas Donor Drinks
• Warnock Society event
• London Alumni Drinks

Dates for fundraising / networking / stewardship:
• January: Bursary recipients confirmed
• February: Asia New Year
• March: Young Alumni Networking
• April: John Donne lecture & dinner
• May: Eights Week rowing
• June: Finalists leave Hertford
• July: Summer event (usually family-friendly)
• September: Global donation mailing & telethon
• October: Welcome to Freshers
• November: London Alumni Drinks
• December: USA end of tax year

Training

Full training on the college database is provided by the University.
## Person specification

| Qualifications | Essential:  
| A good undergraduate degree.  |
| Experience | Essential:  
| An understanding of fundraising within the Higher Education or charity sectors.  
| Experience building and developing professional relationships.  |
| Desirable:  
| Experience of running fundraising activities in a Higher Education or similar environment.  |
| Professional qualities | You demonstrate intelligence and maturity, and you inspire confidence in people you meet.  
| You have good judgement and can use your initiative to make independent decisions, but you also know when you need advice.  
| You think creatively, coming up with new ideas and solutions to problems.  
| You work logically and methodically, working your way through nuanced issues and using your common sense.  
| Your spoken and written English is excellent and you can write engaging copy for print and online.  
| You are numerate and confident in handling financial data.  
| You pay impeccable attention to detail in all areas.  
| You value quality and efficiency, and enjoy refining systems and procedures to improve output.  
| You are proactive, flexible and adapt well to changing circumstances.  
| You can work calmly under pressure, and are able to prioritise and manage a varied workload.  
| You are reliable and you never miss a deadline.  
| You have strong IT skills, particularly Microsoft Office.  |
| Personal qualities | You understand and believe in the value of higher education and the issues that face the sector and the University of Oxford in particular.  
| You are friendly, articulate and professional; you can communicate with a wide variety of people.  
| You are enthusiastic, motivated and energetic.  |

## How to apply

Applications will be accepted by email only. Please include the following attachments:

Hertford College is a registered charity, number 1137527
1. A completed Application Form (available from the College website https://www.hertford.ox.ac.uk/and-more/vacancies
2. CV (maximum 2 sides of A4)
3. Covering letter detailing how your experience, skills and qualifications meet the criteria for the post

Applicants are also encouraged to complete and return a Recruitment Monitoring Form (available from the College website https://www.hertford.ox.ac.uk/and-more/vacancies), provided that they are happy to do so.

Applications can be emailed to hr@hertford.ox.ac.uk.

| Salary: | £25,000 - £29,000 (Grade 5 / Grade 6) |
| Hours of work: | |
| Your normal hours of work will be: Grade 5: 36.5 hours per week / Grade 6: 37.5 hours per week. |
| This equates to Monday to Friday 9am to 5pm / 5.30pm and includes an hour’s unpaid lunchbreak. |
| You will also be required to work at functions and events outside of working hours, for which you may be entitled to time off in lieu as agreed with your manager. |
| Meals: lunch is provided free of charge in the College Hall when the kitchen is open. |
| Annual Leave: 28 days (5 of which to be reserved for the Christmas Closure period), 8 Bank Holidays. |
| Pension: You will be eligible join the University Pensions schemes either Oxford Staff Pension Scheme (OSPS) Grade 5 or USS if on Grade 6. |
| Probationary period: The appointment is subject to satisfactory references and to a probationary period of 6 months. |

Data Protection
In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our College, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Equal opportunities
Hertford College is an Equal Opportunities Employer.