



ST PETER'S
COLLEGE
UNIVERSITY OF OXFORD

Head of Major Gifts

Candidate Pack



St Peter's College is looking to appoint a Head of Major Gifts who is an accomplished fundraiser with a strong track record of securing significant philanthropic gifts and managing a dynamic portfolio of prospects through every stage of the donor journey. The successful candidate will be highly organised, proactive and collaborative, as well as confident in identifying new opportunities, developing tailored engagement strategies and maintaining accurate records. They will work closely with the Development Director, Master, Fellows and other colleagues to shape compelling philanthropic opportunities that align donors' interests with the College's ambitions as it prepares for its centenary fundraising campaign.

Applications must be received by end of the day **21 August 2026**.

Further Particulars

St Peter's College

St Peter's College is one of the 39 self-governing colleges of the University of Oxford and a registered charity. Founded in 1929 with a bold mission to widen access to Oxford, the College has remained true to its founding purpose for almost a century: to ensure that talented students can thrive, whatever their background or circumstances. Today, St Peter's combines academic excellence with an open, welcoming and inclusive culture that makes it one of Oxford's most distinctive colleges.

At the heart of St Peter's is a vibrant community of around 600 undergraduate and graduate students, supported by approximately 65 Fellows and College Lecturers engaged in world-leading teaching and research, alongside around 100 professional and support staff. Together, we are united by a shared commitment to educating, inspiring and equipping thoughtful contributors to society and future leaders in an environment that is ambitious, friendly and refreshingly unpretentious.

Situated in the heart of Oxford, the College enjoys a close-knit community while benefiting from the rich academic and cultural life of the city. Our network of more than 8,000 alumni spans the globe, and the Development Office plays a central role in building lifelong relationships with alumni, friends and supporters whose generosity helps shape the College's future.

This is an especially exciting time to join St Peter's. As we approach our centenary in 2029, we are preparing for an ambitious fundraising campaign that will help secure the College's future into its second century.

For an ambitious fundraiser, this is a rare opportunity to make a lasting impact. You will help inspire philanthropic support at a pivotal moment in the College's history, working with engaged alumni, committed colleagues and senior academic leaders to shape a campaign that will help inspire generations of students to come.

Further information may be found at www.spc.ox.ac.uk.

Development and Alumni Relations Office

The College ensures that strong links with alumni and donors are maintained through its Development and Alumni Relations Office. The Development team helps to build an engaged and active alumni community and to secure financial support for college initiatives and priorities.

Led by the Director of Development, the development team is a close-knit team, comprising: Deputy Director of Development, Alumni Engagement Officer, Campaigns and Data Officer, Development Officer, and Development Coordinator. We work collaboratively with many other teams and colleagues across the College, including closely with the Head of Communications.

There is an established alumni events programme and a growing regular giving programme, supported by communications. The Director of Development, working closely with the Master, leads on strategy and principal gift fundraising, and we currently raise around £2 million a year in philanthropic income.

We are now seeking an experienced frontline major gift fundraiser to help us build on this support and grow our engagement and income as we head towards our centenary fundraising campaign.



The Role

Post Title	Head of Major Gifts.
Department	Development and Alumni Relations Office.
Responsible to	Director of Development.
Salary Grade	The appointment will be at Grade 8 of the nationally negotiated pay spine, currently £47,389-£56,535 per annum FTE. The salary stated will be uplifted from 1 August 2026 in accordance with the nationally agreed higher education pay award. The updated salary will be confirmed following national pay negotiations.
Appointment Type	Permanent, full-time post with hybrid working, if desired.
Hours of Work	A 35-hour standard working week for the full-time role. Attendance at some College events outside of standard office hours will be essential (including in the evenings and at weekends). For any out-of-hours events attended, time off in lieu will be given. The post-holder will be expected to work such hours as are reasonably required to meet the duties and demands of the role.
Leave Entitlement	30 days plus bank holidays.
Key Benefits	Free meal in College Hall when on duty, and entitlement to join Universities Superannuation Scheme (USS).

This is an exciting opportunity to join the Development team at St Peter's College as it prepares for its centenary fundraising campaign. Philanthropy will play a vital role in strengthening the College's long-term financial resilience and helping it flourish well into its second century.

The Head of Major Gifts is a new and strategically important role, responsible for managing a portfolio of 100-150 major gift prospects and donors, with the capacity to give £50,000 or more, including six-figure gifts. Working closely with the Development Director, you will identify, cultivate, solicit and steward major donors, while also developing relationships with a small number of selected trusts and foundations, and corporates. You will build lasting philanthropic partnerships and secure significant support for the College's strategic priorities.

You will be an accomplished major gifts fundraiser with a strong track record of securing significant philanthropic gifts and managing a dynamic portfolio of prospects through every stage of the donor journey. Organised, proactive and collaborative, you will be confident in identifying new opportunities, developing tailored engagement strategies and maintaining accurate prospect records. You will also work closely with senior College leaders, Fellows and colleagues to shape compelling philanthropic opportunities that align donors' interests with the College's ambitions.

This is a rare opportunity to establish and grow a major gifts programme at a pivotal moment in the College's history, helping to secure the philanthropic investment that will shape St Peter's future for generations to come.

Main responsibilities

Major Gifts Fundraising:

- Develop and manage a portfolio of 100-150 major gift prospects and donors, with the capacity to give £50,000 or more, including six-figure gifts.
- Lead the identification, qualification, cultivation, solicitation and stewardship of major gift prospects, developing tailored strategies to maximise philanthropic support.
- Build and maintain strong, long-term relationships with alumni and other individuals with the capacity to make significant gifts, as well as with trusts and foundations, and corporate philanthropic funders whose charitable objectives align with those of St Peter's.
- Personally solicit major gifts and work with senior College leaders to secure transformational philanthropic support.
- Meet agreed activity and income targets, maintaining a healthy pipeline of prospects at every stage of the donor journey.
- Ensure all donor interactions, strategies and contact reports are accurately recorded on the College's CRM database (DARS).

Strategic Relationship Management:

- Work closely with the Development Director, the Master, Fellows and senior colleagues to identify funding priorities and develop compelling philanthropic opportunities.
- Prepare senior volunteers and College representatives for donor meetings, proposals and cultivation activities.
- Develop a strong understanding of the College's priorities and communicate the impact of these effectively to prospective supporters.
- Ensure donors receive outstanding stewardship, demonstrating the impact of their philanthropy and encouraging long-term engagement.

Programme Development:

- Contribute to the development and delivery of the College's major gifts strategy, supporting the success of the centenary campaign and future fundraising priorities.
- Identify new prospects and opportunities through research, networking and collaboration with colleagues across the College and the wider University.
- Work collaboratively with colleagues across Development, Alumni Relations and Communications to deliver integrated fundraising and engagement activities.
- Support the development of legacy giving and other strategic fundraising initiatives where appropriate.

Leadership and Collaboration:

- Work collaboratively across the Development team, contributing to a positive, supportive and high-performing culture.
- Build effective relationships with academic and professional colleagues across the College such as the Master, the Bursar and Fellows to foster a culture of philanthropy.
- Represent the College professionally at events and meetings, both in Oxford and elsewhere, including occasional evenings and weekends.
- Undertake any other duties appropriate to the grade of the post, as reasonably required by the Development Director.

Person Specification

About You:

You are an experienced major gifts fundraiser with a proven ability to build trusted relationships and secure significant philanthropic support. You are motivated by the impact of philanthropy and enjoy working collaboratively with senior volunteers, colleagues and donors to achieve ambitious fundraising goals.

Organised, proactive and strategic, you are equally comfortable developing long-term fundraising plans and delivering successful donor relationships day to day. You are an excellent communicator, a confident ambassador and an accomplished relationship manager, with the credibility to engage high-net-worth individuals and senior stakeholders.

Essential:

The successful candidate will be able to demonstrate:

- Significant experience of major gifts fundraising or comparable relationship-based fundraising, with a successful track record of securing six-figure philanthropic gifts.
- Experience of managing a large portfolio of major donor prospects through identification, cultivation, solicitation and stewardship.
- Excellent relationship-building skills, with the ability to engage, influence and inspire a wide range of stakeholders, including high-net-worth individuals, senior volunteers and colleagues.
- Outstanding written and verbal communication skills, including the ability to prepare compelling fundraising proposals, cases for support and donor reports.
- Excellent negotiation, influencing and interpersonal skills, with the confidence to make direct, well-prepared asks for significant philanthropic support.
- Strong strategic planning and organisational skills, with the ability to manage multiple priorities and deliver fundraising targets.
- The ability to understand complex academic or institutional priorities and translate them into compelling philanthropic opportunities.
- Experience of using a fundraising CRM to manage prospect strategies, record activity and monitor progress.
- A collaborative approach, with the ability to work effectively across teams and build productive relationships throughout the College.
- Sound judgement, discretion and professionalism when handling confidential information and sensitive relationships.
- A commitment to the values of higher education and an understanding of the transformative role philanthropy plays in supporting teaching, research and student opportunity.
- A willingness to work occasional evenings and weekends and to undertake travel in the UK and overseas as required.

Desirable:

- Experience of fundraising within the higher education sector.
- Experience of strategic fundraising and working on, or contributing to, a major fundraising campaign.
- Experience of working with senior academic leaders or high-level volunteers.
- Experience of working with trusts and foundations, and corporates.
- Experience of working in a small, busy team.



Terms and Conditions

Appointment: The appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of six months. During the probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post, the notice period will be 12 weeks on either side.

Salary: The appointment will be at Grade 8 of the nationally negotiated pay spine, currently £47,389-£56,535 per annum FTE. The salary stated will be uplifted from 1 August 2026 in accordance with the nationally agreed higher education pay award. The updated salary will be confirmed following national pay negotiations. Starting salaries are usually set at the lower end of the scale and then reviewed annually in line with the agreed higher education pay award.

Contract: Permanent, full-time post with hybrid working, if desired.

Pensions: The post-holder will be entitled to join the Universities Superannuation Scheme (USS).

Meals: Free lunch is provided in the college when on duty, when the kitchens are open.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme at their own expense.

Hours of Work: A 35-hour standard working week for the full-time role. Attendance at some College events outside of standard office hours will be essential (including evenings and weekends). For any out-of-hours events attended, time off in lieu will be given. The post-holder will be expected to work such hours as are reasonably required to meet the duties and demands of the role.

Annual leave: The annual leave allowance is 30 days (plus eight public holidays), calculated pro rata for part-time posts. Leave needs to be arranged in relation to the academic calendar.

How to Apply

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to human.resources@spc.ox.ac.uk. Though not mandatory, we also ask you to complete and return a College recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

Closing Date: The closing date for applications will be end of day Friday 21 August.

Interview Process: Interviews for those candidates short-listed are expected to take place week commencing 31 August 2026, with second interviews taking place week commencing 7 September 2026. Those selected for second interviews will also have an opportunity for a familiarisation visit beforehand.

Interested candidates wishing to discuss the post informally should contact the Director of Development, louise.angelou@spc.ox.ac.uk.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation (“GDPR”), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter’s is an equal opportunities employer that supports and encourages under-represented groups and values diversity.