Director of Development and Alumni Relations

Further Particulars

St Peter’s College is looking to appoint a Director of Development and Alumni Relations to start on 1 January 2022 or as soon as possible thereafter. St Peter’s is seeking an exceptional colleague who is appropriately experienced in fund-raising, imaginative, collegial and with a demonstrable interest in higher education. The appointed person will need to bring sensitivity, vision and application to their work within and beyond the College and be well placed to motivate, support and manage a high-quality team with conscientious care. This key, senior appointment will play an important role in the strategic direction and broader life of the College.

Applications must be received by 23 September 2021.
Introduction from the Master of the College

Thank you for your interest in the post of Director of Development and Alumni Relations for St Peter’s College. St Peter’s College is a special place that changes lives in lasting ways. I am repeatedly struck by the strength of the affection that old members feel for the place and the generosity with which they engage with their college. We are far from being the wealthiest Oxford college but we have a vibrancy, an informality, a buzz and a sense of community that contribute to the winning verve and distinctive spirit of the place. Intellectual curiosity and academic aspirations sit at the heart of what we do and who we are but we also set a premium on being friendly and supportive. We carry with us a shared sense of both the importance and the fun of what it means to be a college together. This cheerful, impish, can-do spirit informs all that we do, and makes it a community of which it is both a pleasure and a privilege to be part. It is no surprise that the affection that students feel for St Peter’s translates over time into generous ongoing engagements of both time and money from our alumni.

I look forward to working closely with the Development and Alumni Relations Director in the strategic planning and delivery of our development programme that so crucially helps to support the life and work of our College community, making a discernible contribution to the education and formative College experience of our students - the thoughtful, interesting and responsible leaders of the future.

The Director of Development and Alumni Relations will relish the opportunity of building excellent relationships with fellows, staff, alumni and friends, and managing a high-quality team, to enable the College to consolidate and to expand its fundraising and alumni engagement operations in ways that will make a real difference to the future of the College.

This is an exciting time to be joining St Peter’s. We are building new student accommodation, with new courtyards, directly adjacent to the main site of the College and are expanding our provision for students. Our alumni are strongly supportive in their engagements with the College. We have many achievements to celebrate but, inevitably, still much work to do. 2029 will be both our centenary year and the 50th anniversary of the admission of women to the College. We are planning for an exciting programme of initiatives and events to take us there. Our relationship with our community of friends and alumni, supported through the Development Office, will play a crucial role in this.

Come and invest in the transformative education and experience that St Peter’s provides for the bright and interesting young people who pass through our halls as a key contributor to taking forward the life and work of this special place. In doing so, you will be contributing to the future of St Peter’s, of Oxford and, through both our students and world-leading academics, of the world beyond.

Do be in touch if you would like to discuss the role informally: we look forward to seeing your application.

Professor Judith Buchanan
Master, St Peter’s College, Oxford
Further Particulars

Background

St Peter’s College occupies a central but quiet location in the heart of the city of Oxford, within easy walk of all shops, amenities, departments, libraries and the railway station. It was founded in 1929 as St Peter’s Hall on the site of two of the University’s oldest inns or medieval hostels, Bishop Trellick’s, later New Inn Hall, and Rose Hall, which can be traced back to the thirteenth century. St Peter’s Hall was founded by Bishop Francis James Chavasse. The founding vision for St Peter’s was that it should make possible a first-rate but still affordable Oxford education for promising students irrespective of means or background.

St Peter’s was granted full college status in 1961, becoming one of the thirty nine colleges in the University of Oxford. Each is independent and self-governing. Colleges have primary responsibility for the admission, tutorial provision, community life and welfare of undergraduates and for the collegiate life of graduate students and academics. The University has primary responsibility for the admission and academic supervision of graduate students and for the research life of the institution. The University includes many departments and faculties, organised into academic divisions. Many academic staff are employed by both a College and the University through their academic department.

St Peter’s College is committed to academic excellence and to selecting the most academically able students, irrespective of means or background. Modern, liberal and progressive in outlook, though with a respect for some of Oxford’s elegant traditions, the College provides an elite education in a wide range of academic subjects across the sciences, social sciences, arts and humanities. It offers students the life-changing experience of living in the heart of Oxford, being taught by tutors of recognised distinction in their fields and enjoying being part of an energetic, diverse, high-achieving and generous-spirited community.

Students thrive in the supportive and intellectually challenging environment of a college committed to the benefits of the tutorial system, and attentive to the intellectual and broader development of its students. St Peter’s has lively and successful musical, theatrical and sporting traditions. Students are also involved in many charitable volunteering projects. St Peter’s has a reputation as a friendly and supportive community and its catering provision garners excellent reviews. It runs a lively and committed outreach programme which includes a special connection with Liverpool schools.

St Peter’s is marked both by a vibrant community life and by significant academic strength. Those that gain a place at undergraduate level are overwhelmingly awarded either a 2:1 or a first class degree. In 2020, St Peter’s was placed fourth in the Norrington Table for its results in finals across Oxford colleges. Graduate students at St Peter’s College study for a broad range of taught course and research degrees. St Peter’s alumni are highly employable: they include the former Governor of the Bank of England, the former Chief of the Defence Staff, the recently retired First Sea Lord, the first woman to be made a bishop in the Church of England, the Chief Justice of Rwanda, high court judges, a range of leading business people, university vice-chancellors, newspaper editors, charity Chief Executives, actors, artists and many others. These and many others have made the most of the opportunity that a St Peter’s and Oxford education provide to make an emphatic contribution in the world. The College helps young people from all backgrounds to make the most of their talents, academic and otherwise, and provides a home for outstanding teaching and research.
Composition and Governance of St Peter’s College

The College community is made up of the Master, 65 Fellows and College Lecturers actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 240 graduate students, 24 Visiting Students and c.80 members of administrative and domestic staff. St Peter’s is proud of being highly international across all sections of its community.

The College is a registered charity. It is governed by the 40 Official and Professorial Fellows who sit on the Governing Body as Trustees of the charity of St Peter’s College. Governing Body is chaired by the Master. Most Official Fellows are employed jointly by the College and the University, though some are exclusively College-based. Professorial Fellowships are held by Statutory Professors of the University.

Finance

St Peter’s College is not well endowed compared to many Oxford colleges, but it has successfully improved its financial position in recent years. As a result of prudent financial management and donations from alumni, friends and foundations, its endowment now sits at c.£47m. The College is firmly committed to its fundraising programmes in order to enhance and secure the education, resourcing and experience of its students for the long term.

Apart from the buildings on its core site and its annexes, the College has total assets in property and investments to a net value of c.£78m, including debts of c.£20m. The College has an annual turnover from all its activities of c.£8.5m. The financial environment during the pandemic has been challenging due the loss of conference and residential income but conference income is now starting to return and College is looking to increase its income once again.

The tutorial teaching model at Oxford colleges and the level of provision made available for students in College means delivering on the College mission is expensive. St Peter’s, like all Oxford colleges, needs additional sources of income, beyond student fee income, in order to sustain its high level of delivery.
The Development and Alumni Relations Office

Our fundraising and alumni relations operation is run by a dedicated internal Development Office, led by the Director of Development and Alumni Relations. The Director of Development and Alumni Relations is one of the senior officers of the College and reports directly to the Master. The work of the team is overseen by the Development Committee, chaired by the Master. Externals are brought in to assist with the set up and administration of the annual Telethon. The team operates in line with Charity Commission, Fundraising Regulator and GDPR regulations and guidelines. St Peter’s receives donations in the form of legacies and in the form of one-off and regular gifts. Our donors are drawn from current and old members of the College (Fellows and alumni) and associated trusts and foundations. In its 90-year history, St Peter’s has built up an alumni base of over 8000 old members. Alumni engagements with the College are warm and the collective engagement rate is high.

Each year our Development and Alumni Relations Office runs a busy programme of events for our global alumni community in Oxford, London and internationally. These range from specialist subject dinners and elegant gaudies in our beautiful Hall, to high profile visiting lectures and ‘in conversation’ events. We keep alumni updated and connected through a range of print and digital communications, and online events, ensuring that all who wish to hear about the college have an opportunity to do so wherever they are in the world, and via a range of channels.
Recent Fundraising History

St Peter’s is a relatively new Oxford college, but already has a serious fundraising track record. It has reason to be confident and ambitious about what is possible over the coming years.

The College’s first comprehensive fundraising campaign, Keys to Success, was launched in June 2015, with a target of raising £35m by 2020. The campaign focused on student support, tutorial teaching, infrastructure and the endowment. Thanks to many generous donors, the target was exceeded within the timeframe set.

Following a six-month capital campaign starting in July 2019, to raise funds to build student accommodation on the recently acquired Castle Hill House site directly adjacent to the main site, nearly 1,000 alumni and friends raised £12.6m which is making it possible for the College to build attractive and affordable student accommodation, ready for occupation in April 2023.

Fundraising Goals

A Sustainable Endowment

St Peter’s remains undercapitalised for its £8.5m per annum operation. The current endowment is £47m. It needs to be at least £51m, based on our current drawdown of 4%, in order to cover the core operating deficit and provide a strong foundation for the future. In the longer term, we aim for further growth in the endowment as we wish to reduce the drawdown to below 4%, thus allowing for sustainable growth.

An accommodation portfolio to meet needs

St Peter’s has insufficient undergraduate and graduate accommodation to meet demand. Given how expensive private lets are in Oxford, St Peter’s would like to be in a position to acquire more accommodation in order to be able to bring more of our students in from the private rental market.

Responsible stewardship of the estate

College is committed to stewarding our beautiful estate responsibly and with care so that future generations will also be able to enjoy it in well-maintained and even enhanced form. The programme of activity includes modernising our undergraduate study bedrooms on the main site, continuing to up-spec our beautiful quads and ensuring that our facilities are fully accessible to those with access needs.

Sustaining the Tutorial System

The tutorial system is precious but expensive and needs philanthropic funding to sustain it. St Peter’s is looking to endow more of its academic posts to help support the long-term future of the College.

Student Support

A range of financial and practical support is vital to support students throughout their time at the College.

- Philanthropic support for Oxford’s system of undergraduate bursaries (among the best in the U.K.) for students from low-income backgrounds.
- Enhanced financial support for graduate study.
- A bigger fund for scholarships and prizes that either reward achievement or offset some of the costs of field trips and other types of study.
- Investment in the ‘student experience’ - music, the arts, sport, and careers initiatives.
The role: Director of Development and Alumni Relations

Reports to: The Master, Professor Judith Buchanan

Works closely with: other College Officers. This may include the Vice Master, the Bursar, Development Committee Fellows, the Senior Tutor, the College Accountant, the Domestic Bursar, the Registrar and others.

Department: The Development Office

Direct reports: The Development Manager, the Alumni Engagement Officer, the Development Administrator, the Development Assistant (to be appointed), the Communications Manager (to be appointed).

Purpose: The Director of Development and Alumni Relations heads the Development Office and leads the Development and Alumni Relations Programme for the College with energy, vision, care and commitment, working independently when appropriate and involving the Master, and other senior members of the College, when required.

Key responsibilities:

- to identify, target and steward major and mid-level donors through individual meetings, reports and regular communications, working in concert with the Master on key donor management;
- develop the Case for Support for all College fund-raising projects, in consultation with the Master, the Development Committee, Governing Body and key members of staff;
- to oversee the Development Office team, including recruitment, management and attentive support of staff;
- to support the Master, other senior members of the College and key volunteers in undertaking major gift and legacy giving approaches;
- to advise on the range and scope of alumni events, overseeing, supporting and attending all key events;
- to oversee the production of College publications, including the annual magazine Cross Keys, newsletters, emails, donor reports and brochures, ensuring attentive and appropriate communication and solicitation;
- to oversee the content of the alumni pages on the St Peter’s College website and to advise on social media content;
- to report on development business, with appropriate financial details, to the College’s Governing Body and through its Development Committee;
- to oversee the development and maintenance of efficient administrative systems within the office relating to gifts and other donor information, the appropriate acknowledgements of gifts, prospect and project tracking;
- to remain informed on best fundraising practice, including by working with colleagues in other colleges, ensuring that College fundraising activities are consistent with the Charity Commission’s requirements and other relevant legislation, including as regards data protection;
- to convene the Development Committee, chaired by the Master, developing its remit, agendas and appropriate papers;
- at the appropriate moment, to develop, plan and implement a national and international fund-raising strategy for the next campaign, working in concert with the Master and with externals if relevant;
- to undertake some domestic travel to ensure the attentive stewarding, nurturing and widening of College’s key donor relations, and to undertake some international travel, alongside the Master, to ensure the sustained connectivity, nurturing and widening of College’s key prospects and donor relations.
After 12 months in post, the successful candidate will have:

- become thoroughly familiar with all aspects of St Peter’s College, its history, teaching and research activities and the College’s long-term plans, and with current issues relating to the public funding of higher education and research;
- have developed appropriate relationships with all constituencies within the College and built an excellent working relationship with the current Master, Bursar, and all key Fellows, involving them in development activities at the appropriate level;
- agreed appropriate stretching but realistic personal targets with the College;
- familiarised themselves with Oxford University protocol with regards to fundraising and donor solicitation;
- defined the reporting frameworks for analysing and monitoring fundraising success;
- maintained and built on the substantial fundraising momentum; solicited and secured some significant pledges; and become a confident and fluent advocate for St Peter’s and its long-term plans;
- developed further the College’s Case for Support and gained approval for the Case from the relevant College constituencies.

Person specification

**Essential**

- an interest in higher education, an affinity with the values and ethos of an ambitious, diverse and inclusive Oxford college and a sympathetic understanding of its mission to provide a centre for world-class teaching and research within a collegiate University;
- good strategic vision, with the ability to develop flexible strategies and tactics appropriate to evolving needs and the vision, drive, energy and imagination to lead the crucial development operation for a busy and buzzy College;
- proven track record of successful fund-raising, including the ability to raise large gifts through direct personal approaches and to support others making personal approaches on behalf of the College;
- relaxed social presence, accomplished social skills, and a proven track record of building trusted relationships with a wide variety of individuals, including high net worth individuals;
- demonstrable maturity, particularly the ability to interact easily and professionally with a sophisticated, diverse and multi-national network of alumni, benefactors and academics;
excellent written communication skills, with experience and aptitude in writing sensitively and appropriately to high net worth individuals, in preparing reports and in writing proposals;

confident, clear, engaging and nuanced oral communication skills, with experience in presenting;

good social instincts and nuanced judgement about how best to make the most persuasive ask in different social situations;

willingness to maintain an energetic schedule, including international travel and regular evening and weekend commitments;

enthusiasm, flexibility, creativity, self-motivation and resilience, appropriate to the needs of fundraising;

the ability to set high standards of delivery for, and get the most from, Development Office colleagues while always demonstrating a supportive and appreciative interest in their work and a conscientious managerial care for them;

a good university degree.

Desirable

experience of higher education fund-raising;

experience of working with volunteer boards;

experience of fund-raising from foundations;

knowledge of the national context of university funding.

Measures of Performance:

funds raised in cash, pledges and legacies;

quality of alumni communications (as measured by level and nature of responses and engagement levels);

quality of the alumni programme (as measured by surveys of alumni satisfaction, awareness and engagement levels);

management of the budget as agreed with the Bursar, College Accountant and the Finance Committee;

demonstrable support for and engagement with the alumni programme by members of the College;

busy, happy, well-motivated and well-supported colleagues in the Development Office;

accuracy and comprehensiveness of alumni database in terms of the percentage of alumni on the system and accuracy of their contact details.
Terms & Conditions

This is a senior role in College. Remuneration will be on Grade 10 of the University’s salary scale currently £55,750 - £64,605 per annum. Starting salaries are usually set at the lower end of the scale and then reviewed annually in line with the annual pay award. Some account of skills and experience may be considered.

Pension: The appointee will be enrolled in the USS Pension Scheme unless they make a request in writing explicitly asking to opt out.

Meals: The postholder will be made a member of the Senior Common Room with full dining rights in College; all meals provided free of charge when the kitchens are open (there are some periods of closure, mainly during student vacations), and entitlement to bring personal guests at own expense.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges’ Healthcare Scheme.

There is a standard leave allowance of 30 days per annum plus public holidays.

The appointment comes with an initial probationary period of 15 months. A provisional performance appraisal will be conducted within the first nine months of appointment and an appraisal for confirmation of appointment at 15 months. Performance appraisal will occur annually thereafter. 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 three months on either side.

It is expected that the post holder will be elected to a Supernumerary Fellowship of the College upon confirmation in post.

The appointment will be conditional on verification of the candidate’s availability for employment in the UK.

Duties are not carried out on a ‘9 to 5’ basis, but according to the requirements of the Development and Alumni Relations Programme. The Director of Development and Alumni Relations’ role requires out-of-hours commitments and some weekend commitments, in ways related to the needs of the development programme, alumni relations and College life more generally.

How to Apply

Letters of application (no longer than 3 sides) and CVs can be submitted online together with the names and contact details of two referees to the HR Manager Graham Stowell at the following address human.resources@spc.ox.ac.uk

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell
HR Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL

The letter of application should explain your interest in the role, and particularly highlight the relevant strengths that you would be able to bring to this particular role. Candidates are also requested to give details of their current remuneration and notice period.

Those named as referees should have direct experience of the candidate’s work, either as a manager or through a sustained period of professional interaction; ideally one of them should be a formal line manager at the most recent employer. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. The College will assume that it can approach
referees at any stage of the application process unless candidates indicate to the contrary. Any such restriction should be clearly stated alongside the details of the relevant referee(s).

Potentially interested candidates wishing to discuss the post informally should contact the Master’s PA, Amanda Carty Jones (amanda.jones@spc.ox.ac.uk) for an appointment to speak with the Master. Professor Buchanan welcomes informal and exploratory conversations from potentially interested applicants.

Whether submitted electronically or in hard copy, all applications must be received by 11:59pm on Thursday 23 September 2021.

Data Protection

Data Protection: 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 in all sections of the College community.

www.spc.ox.ac.uk