Director of Development and Alumni Relations

Further Particulars

St Peter’s College seeks to recruit a new Director of Development and Alumni Relations to start as soon as possible. We are looking for an experienced fundraiser with an interest in higher education and a record of raising money. It is desirable that the candidate should have experience of motivating and managing a team. Applications must be received by Monday 2 October 2017.

Background

St Peter’s is one of thirty-eight Colleges in the University of Oxford. Each is independent and self-governing. Colleges are a core element of the University. They have primary responsibility for the admission of undergraduates and their tutorial tuition and welfare - whereas the University has primary responsibility for the admission and academic supervision of graduate students. The University includes many departments and faculties, organised into academic divisions. It determines the content of courses, organises lectures, sets and marks examinations, and awards degrees. It provides a wide range of resources for teaching and learning, including libraries, laboratories, museums and computing facilities. Many academic staff are employed by both a College and the University. The complex structure of the University is described in detail at www.ox.ac.uk.

St Peter’s College occupies a central but quiet location 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. It began in 1929 as St Peter’s Hall, a Permanent Private Hall founded by Francis James Chavasse, Bishop of Liverpool, who was concerned at the rising cost of education in the older universities in Britain, and envisaged St Peter’s as a college where promising students who might be deterred by the cost of college life elsewhere could obtain an Oxford education. His son, the Revd Christopher Chavasse, later Bishop of Rochester, was the first Master. St Peter’s has been a full college of the University of Oxford since 1961, and is one of the younger colleges.

The College currently comprises a Master, Mark Damazer CBE, and 65 Fellows and College Lecturers actively engaged in teaching and research in a wide range of subjects, about 200 graduate and 350 undergraduate students, 20 Visiting Students and 90 members of administrative and domestic staff.

Governance

The College is a registered charity. It is governed by the c.35 Official and Professorial Fellows who sit on the Governing Body under the chairmanship of the Master, and who have the status and responsibilities of charity Trustees. Most of the Official Fellows are employed jointly by the College and the University, though some are College-based. Professorial Fellowships are held by Statutory Professors of the University.
Finance

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 about £56m, including debts of £12.3m. The College has an annual turnover from all its activities of around £8m. The College is determined to continue to build up its capital and increase its income.

Context

St Peter’s is almost 90 years old - over 50 of these as a fully established Oxford college. It has an alumni base of over 7,000. It is a distinctive and well regarded component of the University of Oxford. Many more want to study at St Peter’s than we can admit. Those that gain a place at undergraduate level are overwhelmingly awarded either a 2:1 or a First class degree. Graduate students study for a broad range of taught course and research degrees. St Peter’s alumni are highly employable: they include the current Governor of the Bank of England, the first woman to be made a Church of England bishop, the former Chief of the Defence Staff, the recently retired First Sea Lord, 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 seized the opportunity that a St Peter’s and Oxford education provide to make a difference in the world. The College has helped young people from all backgrounds to make the most of their talents, academic and otherwise, and provided a home for outstanding teaching and research.

Fundraising Campaign 2015 – 2020

St Peter’s is a relatively new Oxford college, but it has a serious fundraising track record. It has cause to be confident and ambitious over the coming years, although its historic under-capitalisation threatens to limit plans and horizons.

As a result, the College launched its first ever College-wide fundraising campaign in mid-2015. The overall target is to raise £35m by 2020 for the range of projects listed below.

The College fundraising effort has substantial momentum following a gift of £5m by the Perrodo family in 2014 and several other recent legacies and sizeable donations. The campaign total has generated over £23m but the College still has a considerable way to go to reach the position it desires.

Campaign Goals

A Sustainable Endowment

St Peter’s remains significantly undercapitalised for what is a £8m per annum operation. The current endowment is £42m but at the very minimum it needs to be at least £50m based on our current drawdown of 4% in order to cover the core operating deficit and provide a stronger 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 further sustainable growth.

Rooms for Improvement

St Peter’s graduate students have access to a range of quality off-site accommodation but we still do not house as many graduates as we would wish. The College needs to be in a position to acquire new accommodation when opportunities arise. The College also needs to focus on modernising nearly 90 bedrooms on the main site for undergraduates.
Sustaining the Tutorial System

Only 45% of the £1.4 million academic wage bill is covered by philanthropy. The tutorial system is precious but expensive and needs funding to sustain.

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.

Public Spaces and Disabled Access

To renovate key public spaces to provide full disabled access there is a need for more usable space, modern teaching facilities and a greater sense of presence.

The role

Key responsibilities:

- develop, plan and implement a national and international fund-raising strategy for the Campaign, the current working target for which is £35 million;
- develop the Case for Support for all College fund-raising projects, in consultation with the Master, the Bursar, Governing Body, relevant committees, Fellowship and staff;
- to identify, target and steward major donors through individual meetings, reports and regular communications;
- to oversee the Development Office, including recruitment and management of staff;
- to oversee the organisation and support of Development and Alumni Relations events and publications programme, including newsletters, emails, website and brochure, ensuring ‘cradle to grave’ communication and solicitation;
- To support the Master, the Bursar, other Fellows and key volunteers in undertaking major gift and legacy giving approaches;
- develop and keep current the communications messages of the Campaign through all adopted channels and media;
- to oversee the development and maintenance of efficient systems within the office with relation to gifts and other donor information;
to report on development business, with appropriate financial details, to the College’s Governing Body and its Development Committee;

- to remain informed on best fundraising practice, ensuring that University fundraising activities are consistent with the Charity Commission’s requirements and other relevant legislation – particularly as regards data protection.

- manage a Campaign Board, developing the remit and membership.

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;

- built an excellent working relationship with the current Master, Bursar, and all key Fellows, involving them in Campaign activities at the appropriate level, and have developed appropriate relationships with all constituencies within the College;

- developed further the College’s Case for Support and gained approval for the Case from the Master, the Bursar and the wider Fellowship;

- agreed realistic Campaign and 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;

**Measures of Performance:**

- Funds raised in cash, pledges and legacies;

- accuracy of alumni database in terms of the percentage of alumni on the system and accuracy of their contact details;

- 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 and General Administration Committee;

- demonstrable support for and engagement with the alumni programme by members of the College.
Person specification

Essential
- an interest in higher education and an affinity with the ethos of an Oxford College; sensitivity to the issues of running an elite academic institution and to its mission to provide a centre for world-class teaching and research within a collegiate University;
- proven track record of successful fund-raising, demonstrating in particular the ability to raise large gifts through direct personal approaches and to support others who make personal approaches on behalf of the College;
- either a successful track record in fund-raising, ideally in higher education, or the ability to demonstrate experience and achievements appropriate to this position;
- accomplished social skills, 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 and diverse alumni, benefactors and academics of all ages and nationalities;
- persuasiveness, with the ability to influence a social situation using instinct and judgement;
- the ability and imagination to develop ways of enhancing the College’s relationship with its alumni;
- good strategic vision, with the ability to develop flexible strategies and tactics appropriate to the changing academic and funding environment;
- willingness to maintain an energetic schedule, including international travel and regular evening and weekend commitments;
- enthusiasm, flexibility, creativity, self-motivation and resilience, appreciative of the level of ambiguity which exists in fundraising;
- excellent communication skills, both written and verbal, with experience in preparing written proposals;
- clear sympathy with the aims and values of higher education, including those of Oxford;
- 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.
Terms & Conditions

Total remuneration will be dependent on experience but will be appropriate for this important role.

The post holder will be potentially elected to a supernumerary Fellowship of the College, and to the Senior Common Room (SCR), with the right to eat in College free of charge when the kitchens are open (there are occasional periods of closure, normally during vacations). Fellows have use of the Fellows’ car park.

The post is pensionable with the Universities Superannuation Scheme (USS), details of which are available at www.uss.co.uk. Fellows are eligible to join the contributory Oxford Colleges’ Healthcare Plan. There is a standard leave allowance of 30 days per annum plus public holidays.

The appointment will be for an initial probationary period of one year. An initial performance appraisal will be conducted within the first nine months of appointment and annually thereafter. The length of written notice to terminate the appointment on either side is twelve weeks.

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 will be required to meet the out of hours and weekend commitments, which are essential for development, alumni relations and College life more generally.

How to Apply

Letters of application 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.

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).

Applications must be received by Monday 2 October 2017.

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 in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy and recruitment monitoring process.

St Peter’s is an equal opportunities employer.