



**Regent's Park College  
University of Oxford**

**Director of Development and Alumni Relations**

Regent's Park College seeks to recruit a successful and energetic fundraiser to the role of Director of Development and Alumni Relations. The successful candidate, who will be elected a College Fellow, will bring enthusiasm for and experience of: developing and running a successful annual fund programme; offering a varied programme of engagement events for alumni and friends; and will have a record of securing five and six figure gifts. They will have the desire and ability to grow the College's major gift programme and to consolidate recent Development work in College. This post represents a very good opportunity for someone with a professional and innovative fundraising approach to further develop the fundraising strategy for the College.

**Background**

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College is the largest of the Permanent Private Halls with 175 undergraduates, graduates and ordinands. The College occupies a small historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University's Radcliffe Observatory Quarter.

Regent's is the only Baptist foundation in Oxford University and in 2017 celebrated 60 years of being part of the Collegiate University. It is one of six Baptist Colleges in the UK in membership of the Baptist Union of Great Britain and has an international role within the Baptist community with special ties in both North America and Eastern Europe. Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

Additional information can be found about the College on its website: [www.rpc.ox.ac.uk](http://www.rpc.ox.ac.uk)

**Development at Regent's Park**

Working under the overall direction of the Principal, Dr Robert Ellis, the Director of Development will be responsible for all fundraising and alumni relations at Regent's Park. The College runs an Annual Fund, and the Development Director will seek to consolidate the recent successes in increasing the total value of gifts received to the Annual Fund as well as increasing the participation rate. The College looks to continue and develop the programme of alumni events in Oxford and overseas that has increased the level of engagement with alumni and supporters and steadily consolidated its database of regular donors. It continues to reach out to wider networks through its annual alumni publication (*Regent's Now* – see <http://www.rpc.ox.ac.uk/alumni-friends/College-magazine/>), termly e-newsletters, and increasing use of social media and the College website. To date relatively little work has been done on funding from Trusts and Foundations and it is anticipated that this is a future direction for development work.

The Development Director currently supervises a part-time Development Officer, and in their capacity as a College Fellow plays a part in the general management of the College. They are eligible to serve on Governing Body. An office in College is provided (shared with the part-time DO), though

it is expected that the Development Director will spend a portion of his/her time out of the office undertaking meetings with prospective donors, alumni and friends of Regent's Park College both in the UK and overseas – particularly the US and China where the College is seeking to develop existing and new relationships with its alumni and charitable foundations.

### **Job Specification**

Job Title: Director of Development and Alumni Relations

Status: College Fellow

Location: Oxford

Reports to: The Principal

Key relationships In addition to the Principal: the Chair and Treasurer of Governing Body, College Trustees, College Fellows, the Finance Committee, academic and administrative staff, and student representatives.

Purpose: To generate gift support from individuals, trusts and institutions for agreed priorities within the College; and to engage alumni and friends in the life of the College.

Salary: The College does not operate a graduated salary scale, but the remuneration for this post approximates to the University's Grades 8-9. The standard range for this appointment is £39,000 to £41,155, but there is an extended range available for this position of up to £52,420 for candidates with exceptional background and experience.

### **Key Responsibilities**

#### **Fundraising and Strategic Planning**

- to lead, manage, articulate, promote, and deliver the College's fundraising programme;
- to develop a strategy for fundraising campaigns, to refine Cases for Support, and to match the strategic priorities of the College to various funding opportunities;
- to meet regularly with prospective major donors and to maintain strong relationships through all stages of cultivation, face to face solicitation, and stewardship; to work closely with the Principal on the highest level prospects;
- to identify new prospects with whom the College might seek to develop philanthropic relationships (drawing from high net-worth individuals, the corporate sector, trusts and foundations), and to devise, implement and track the progress of solicitation strategies;
- to manage the Regent's Annual Fund, including direct mail appeals and bespoke telephone campaigns;

#### **Volunteer and Board Engagement**

- To develop and work effectively with the College's fundraising networks, including key US alumni and friends, to identify, recruit, and work effectively with volunteers who can assist with the College's fundraising objectives;
- To provide support for the Principal, Fellows or volunteers who undertake meetings with potential donors;
- To work closely with the Director of the Oxford Prospects and Global Development Centre to identify and cultivate significant Chinese donors.

## Alumni Relations

- To oversee and develop the alumni relations programme to ensure it is efficiently meeting the needs of the College community;
- To attend, and oversee the coordination and planning of events (both international and national) and to travel significantly in the course of the College's friend and fund raising initiatives.

## Management

- To prepare revenue forecasts and other financial information detailing fundraising progress, and present financial data to various groups and committees as necessary;
- To take overall responsibility for the Development Office, including recruitment and supervision of staff and volunteers) and to ensure the programme is run efficiently and professionally;
- To ensure current and accurate records of all development strategy and activity (especially for prospect management) are maintained on the database (DARS);
- To oversee all gift processing and reporting, ensuring efficient processes and strategic analysis of information to inform strategy;
- To adhere to best practices in fundraising and stay abreast of changes including any relevant legislation particularly ensuring all communications are compliant with GDPR and PECR regulations
- To represent the College within the Collegiate University, and to collaborate with development colleagues within the Collegiate University and maintain adherence to the agreed principles and protocols.

## Other Responsibilities

- To carry out such other functions as from time to time the Principal and/or Governing Body might require commensurate with the level of this position.

## Person specification:

### Essential

- Education to degree-level or equivalent;
- Proven track record in fundraising, and of building donor relationships and securing significant gifts from a wide range of donors;
- Comfortable with identifying prospects from within a modest donor base and working in small-scale office;
- Extremely tenacious, driven and experienced in overcoming challenges inherent when overseeing a small but growing development operation
- Experience of tracking and managing prospects;
- An ability to think strategically and to develop long-term fundraising plans.
- Strong IT skills, and openness to new technology which can improve Development work;
- Diplomatic, collaborative, and flexible working style;
- Excellent communication skills, both oral and written, with evidence of being able to lead and motivate others;
- Ability to take appropriate initiatives;
- Familiarity with managing highly confidential and sometimes sensitive material;
- Willingness to work out of regular hours and to travel.

#### Desirable

- A strong interest in higher education and an understanding of the University of Oxford and its fundraising needs and rationale;
- Previous experience of fundraising in higher education;
- Experience of an institution which is both international and complex;
- Familiarity with church life

#### Terms and Package

A competitive salary will be awarded within the range advertised, commensurate with experience. The appointment will be subject to an initial probationary period of one year, during which the appointment may be terminated by one month's notice on each side. Following the successful completion of the probationary period the period of notice will be three months on each side. The role will require travel inside and outside the UK, and evening and weekend work. An annual 'cost-of-living' salary review normally takes place in summer each year. While a standard full-time post is envisaged, the College may be open to a more flexible approach to working hours for the right candidate with the right experience.

#### Holiday

Annual leave entitlement will be 30 days of personal leave, of which up to 5 days are usually taken at Christmas when the College is closed and the rest taken by agreement with the Principal, and 8 public holidays.

#### Pension

Contribution to superannuation will be made either to the Universities Superannuation Scheme, or to a private scheme, by preference of the postholder.

#### Meals

The Fellow will have the right to dine in College when meals are available to staff, up to five lunches and five dinners per week.

#### Application Process

For details of the application process please contact Fiona Floate on [fiona.floate@regents.ox.ac.uk](mailto:fiona.floate@regents.ox.ac.uk) or by telephone on +44 1865 288134. For an informal conversation about the role please contact the Principal, Dr Robert Ellis, on Tel: 01865 288134 or email: [robert.ellis@rpc.ox.ac.uk](mailto:robert.ellis@rpc.ox.ac.uk).

**Deadline for applications: noon on Friday 26 October 2018.**

**Interviews will be held in the week commencing 5 November 2018.**