Regent’s Park College Oxford

Post
Director of Development and Fellow

Overview of the Post
Regent’s Park College seeks to appoint a suitably experienced person as its Director of Development. The postholder will provide strategic leadership and guidance concerning the College’s Development and Fundraising strategies and oversee the day-to-day operations of the Development Office and its staff, currently the Alumni and Giving Manager and the Development and Alumni Officer.

The postholder will be responsible for the College’s major giving programmes alongside soliciting grants and support from Trusts, Foundations, and other sources. The postholder will become a Fellow of the College, contributing to College Governance and strategic planning, and more broadly to college life generally and will be eligible for membership of the College’s Governing Body (the Board of Trustees).

Regent’s Park College has bold and ambitious goals under the direction of its new Principal and the appointment of a new Development Director is critical to achieving our priorities. The timing of this appointment is particularly exciting as the forthcoming Centenary in 2027 of the College’s establishment in Oxford provides a unique opportunity for development, fundraising and engagement. The Postholder will be expected to be prepared to travel, both nationally and internationally, in the fulfilment of the role.

It is envisaged that this will be part time appointment, but applicants interested in full time roles may also be considered.

Job Title: Director of Development and Fellow
Contract: Permanent
Hours: Part-time (0.6 - 0.8 FTE, 21 – 28 hours/week)
Salary: £33,000 - £44,000 (£55,000 FTE), flexibility may be available in the case of an exceptionally qualified candidate
Reports to: The Principal
Direct Reports: Alumni and Giving Manager, Development and Alumni Officer

Key Responsibilities
Fundraising and Strategic Planning

- To devise and lead, manage, articulate, promote, and deliver the College’s development strategy and fundraising programmes;
- To develop a strategy for fundraising campaigns, to refine Cases for Support, and to identify fundraising opportunities to match the strategic priorities of the College;
- To meet regularly with prospective major donors, nationally and internationally, 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 oversee the Alumni Relations and Regular Giving programmes, including the delivery of relevant fundraising events
- 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 provide support for the Principal, Fellows or volunteers who undertake meetings with donors and prospects;
• To work closely with the Director of the Oxford Prospects and Global Development Centre to identify and cultivate significant overseas donors.

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 management of staff and volunteers and to ensure the programme is run efficiently and professionally;
• To line manage the Alumni and Giving Manager and the Development and Alumni Manager Assistant
• To ensure current and accurate records of all development strategy, activity and 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, collaborating with development colleagues and maintaining adherence to 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 and your professional capabilities as are necessary to meet the needs of the College.

Structure of responsibility

1. The Director of Development reports to the Principal, who acts as their line manager in relation to their work, within and for the College. They are finally accountable to the Governing Body of the College.

2. The Director of Development is a member of the Fellows’ Meeting, which advises the Principal. They are also eligible to be elected to the College’s trustee body, the Governing Body. All Fellows are members of the College Council, their voting rights on Council and Governing Body being subject to the regulations of the Charity Commissioners.

Terms of Appointment

1. This is a permanent appointment available as a 0.6 to 0.8 FTE (21 – 28 hours/week; subject to discussion if appropriate). It is subject to confirmation after a probationary period of one year, with an interim review after six months.

2. The FTE salary for this post is £55,000 FTE, pro-rata for part-time. Flexibility may be available in the case of an exceptionally qualified candidate. There is currently no graduated salary scale, but the salary is reviewed annually for cost of living increase.

3. The Fellow will be automatically enrolled into the Universities Superannuation Scheme (USS) unless they notify the College otherwise, with College contributions.
4. The Fellow will be provided with office space furnished with appropriate equipment which will be considered their normal place of work.

5. 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 (pro-rata for part-time). The Fellow will be a member of the Senior Common Room.

6. The holiday entitlement is 30 days plus 8 bank holidays a year (pro-rata for part-time). Holiday is not normally permitted during term time, though may be taken with prior agreement of the Principal under special circumstances.

7. The College offers a health cash plan, contributory for partners.

8. Following the probationary period of 12 months, the Fellow will meet annually with the Principal to discuss their personal and professional development.

Person Specification and Selection Criteria
The successful candidate will demonstrate the following in application and at interview:

Essential

1. Education to degree level or equivalent
2. At least five years relevant experience in an equivalent, similar or related role
3. A proven track record in fundraising, building donor relationships and securing major gifts from a broad range of donors;
4. A proven track record of submitting successful grant applications to trusts or foundations and other relevant grant-awarding bodies.
5. Experience of team leadership and people management;
6. An ability to think strategically and to develop long-term fundraising plans.
7. Strong IT skills, and openness to new technology which can improve Development work;
8. Significant experience in managing competing priorities and working to deadlines
9. Diplomatic, collaborative, and flexible working style;
10. Excellent communication skills, both oral and written, with evidence of being able to lead and motivate others;
11. Knowledge of UK and international tax advantages for making philanthropic gifts.
12. Knowledge of GDPR, PECR, and other relevant legislation.
13. Familiarity with managing highly confidential and sometimes sensitive material;
14. Ability and willingness to work out of regular hours and to travel, as necessary
15. Tact, discretion and sound professional judgement.

Desirable

1. A strong interest in higher education and an understanding of the University of Oxford and its fundraising needs and rationale;
2. Previous experience of fundraising in higher education;
3. Experience in soliciting gifts at six figures plus.
4. Experience of an institution which is both international and complex;
5. Familiarity with the Baptist denomination

Application procedure

1. Persons considering applying who would like an informal conversation with the Principal about the post may arrange such a conversation by contacting the PA to the Principal-Human Resources, Kristin Anderson kristin.anderson@regents.ox.ac.uk
2. Applications are welcome from all suitably qualified candidates, particularly women and black and ethnic minority candidates who are under-represented in senior academic posts in Oxford.
3. Candidates should address a letter of application to the Principal explaining how the applicant believes that they meet the selection criteria specified.
4. The letter along with current CV and the names of three referees, should be received by the PA to the Principal-Human Resources kristin.anderson@regents.ox.ac.uk by noon Friday 15th September 2023.
5. All applicants will be asked to complete an Equal Opportunities Monitoring Form.
6. Shortlisted applicants will need to ask their three referees to write directly via email to the same address.
7. Interviews will be held the week commencing 25th September. Candidates invited for interview will be asked to make a presentation. Information to be provided.
8. It is hoped that the successful candidate will be able to start as soon as possible.

Selection process
Applications for this post will be considered by a selection panel comprising the Principal, two other College academic staff, a nominee of the College’s Governing Body, and a representative of the Faculty of Law. Candidates invited for interview will be asked to make a presentation as part of the process. The selection panel is responsible for conducting all aspects of the recruitment and selection process, and will be authorized by the College’s Governing Body to make the appointment. No offer of appointment will be valid until and unless a formal contractual offer has been made. The appointment will be subject to standard pre-employment screening, as applicable to the post, including right-to-work, proof of identity and references.

Equal Opportunities Statement
The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form.

Documentary proof of right to work in the UK
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Information on acceptable right
work documentation can be found at www.gov.uk. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

**Valid NI number**
The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at http://www.hmrc.gov.uk/ni/intro/number.htm.

**Data Protection**
Regent’s Park College is committed to protecting the privacy and security of personal data. Our [Staff Applicants Privacy Notice](#) explains what personal data Regent’s Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.
Annex

Regent’s Park College, Oxford

The University of Oxford comprises 38 Colleges and 5 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

Regent’s Park College is the largest of the Permanent Private Halls. There are currently about 250 people in the College, comprising the academic staff, the student body and the administrative, library and domestic staff. The student body is made up of about 150 undergraduates working for an honours degree of the University in the arts or social sciences, about 130 postgraduates working for a higher degree, diploma or certificate of the University, and about 25 visiting students from international universities. There are between 20 and 30 students taking the University’s vocational qualification in theology, many of whom are preparing for Baptist ministry. The academic staff includes the Principal and Fellows, research fellows and college lecturers, all of whom study and teach their respective subjects within College, and some of whom engage in research and teaching in the wider University.

As a Permanent Private Hall of the University, the College is governed by its Charity Scheme, Statutes and a Governing Body comprising the Principal and Fellows, and several external members representing particular organisations or elected by subscribers. As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses.

The College occupies an 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 Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

Further information can be found on the college’s web site: [http://www.rpc.ox.ac.uk](http://www.rpc.ox.ac.uk).