



Director of Development and Alumni Relations

Job Description and Further Particulars

Job title:	Director of Development and Alumni Relations
Hours:	Full time (37.5 hours a week)
Salary:	£55, 636 - £64228 (inclusive of an Oxford University Weighting of £1500 and equivalent to an Oxford University Grade 9 post)
Contract Type:	Fixed Term (5 years)
Responsible to:	The Principal
Responsible for:	Development and Alumni Relations Manager (new role, yet to be recruited) Development and Alumni Relations Officer (new role, yet to be recruited)

Additional Information: You will be based at Harris Manchester College, with work undertaken primarily onsite with occasional remote working. On occasion you will be required to work in the evenings and at weekends, and to travel on behalf of the College.

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Overview of Post

In recent years, HMC has sought to grow both its Alumni Relations programme and its fundraising. Led by the current Principal and our previous Development and Alumni Relations Manager, we

have begun to build up a more engaged community of alumni and donors. However, this work is still at a nascent stage. We are now recruiting a Director of Development and Alumni Relations who can lead on taking this work to the next stage of its development.

There are several events and changes on the horizon that we believe are relevant to this role and make this an exciting time for an experienced fundraiser to be joining our team. These include:

- **A new Principal joining the College in 2025** – our current Principal, Professor Jane Shaw, has announced that she will be retiring in September 2025. Professor Shaw has led on fundraising for HMC, building up support for the College and securing a number of significant donations. In recruiting for this role, we are looking for someone who can maintain and build on the momentum created by Professor Shaw, while working with the incoming Principal to develop a fundraising strategy that supports the College's plans.
- **Increased investment in fundraising and alumni engagement** – strengthening our connection to our alumni community and building up philanthropic support continues to be a strategic priority for HMC. We have recently been awarded funding that will enable us to significantly increase our investment in this area, growing our Development and Alumni Relations Office from 1FTE to 3FTE. This post is the first to be recruited as part of this investment. The successful postholder will then lead on building up the team.
- **Building towards a likely capital campaign** – HMC has successfully acquired a large property directly opposite the College's main entrance. Our intention is that this building will enable the College to increase the amount of accommodation available to our students, while also providing a home for research activity. However, much work will be needed before we can maximise the potential of the building. The successful postholder will help to lay the foundations for a capital campaign ahead of the College taking occupation of the building sometime between 2030 and 2033.

Key Responsibilities & Duties

You will be responsible for the following areas:

Developing HMC's fundraising strategy

You will be responsible for developing and implementing a fundraising strategy to grow alumni engagement and fundraise income over the next 5 years to support the College's strategic priorities. This includes growing the College's endowment, securing support for scholarships and bursaries and other specific projects (for example, in relation to our library and archive), and laying the groundwork for planned and potential future capital projects. We have identified growing major gifts and recurring donations from alumni and legacies as priority areas for this strategy.

Building our major gifts programme

A core part of this role will be working with both the outgoing and incoming Principals to develop and implement a strategy for growing the Major Gifts programme.

HMC currently has a small number of major donors. However, our ability to achieve our ambitions for the College over the coming years is reliant on significantly increasing the number and size of gifts we receive from major donors. We envisage these gifts coming from both our alumni community and from donors outside our existing networks who align with the College's mission and vision.

Work is needed to identify prospects, build up a sustainable pipeline, develop and implement cultivation plans, work with staff across the College to secure gifts, and to thank and steward existing and new donors.

While we have ambitious targets, we understand that building up a major gifts programme of this scale takes time, and sustained effort. You will be supported to build up this programme in an effective and sustainable manner.

Once the initial strategy and recruitment work is complete, we envisage this representing a significant proportion of your time and workload.

Recruiting and line-managing a newly expanded Development and Alumni Relations team

Thanks to a generous grant we can invest in expanding our Development and Alumni Relations team. Recruiting to this role is the first step in growing our team. You will then be responsible for recruiting two new roles:

- Development and Alumni Relations Manager – primarily responsible for growing alumni engagement through events, newsletters and alumni giving campaigns
- Development and Alumni Relations Officer – supporting both you and the Manager with administrative tasks, including maintaining the database

Once established, you will be responsible for line-managing both members of staff.

Working with the Development and Alumni Relations Manager to grow alumni engagement

The need to increase alumni engagement goes beyond fundraising. We know that having an engaged alumni community can bring a range of benefits to the College, our current students and our alumni. While our recent work to re-engage our alumni has begun to show results, we know there is a lot more to be done. You will work with the Development and Alumni Relations Manager to develop and implement a strategy for growing our alumni engagement programme, exploring opportunities that reflect the diverse nature and geographic spread of our alumni body.

Playing an active part in our College and University community

One of the advantages of being a smaller College is that staff, Fellows and students feel genuinely part of a shared community. Playing an active role in our community and getting to know the students during their time at HMC helps to maintain a connection with alumni once they leave, while also enabling you to connect our alumni network with what is happening at College.

In this role you will work closely with the Principal (to whom you will report), Bursar and Governing Body, as well as with colleagues across HMC.

You will also need to work closely with colleagues across the University, including the University Development and Alumni Offices, as well as fundraising and alumni relations colleagues within other colleges, departments and divisions.

You will be undertaking some evening and weekend work and will occasionally require you to travel. This could include international travel.

Supporting Regular Giving

Although it is anticipated that that this will be managed on a day-to-day basis by the Development and Alumni Relations Manager, overarching responsibility will sit with you, who will also provide support where required

Selection Criteria

Essential

To be successful in this role you will definitely need:

- A proven track record of success in all aspects of major gift fundraising, including identifying prospects, developing cultivation plans, closing gifts and stewarding donors
- Excellent communication skills, including written and oral presentation

- The ability to think and plan strategically
- Excellent time management skills and the ability to efficiently manage your workload when working on multiple projects and priorities
- Experience of working collaboratively with senior colleagues while also showing initiative
- Excellent interpersonal skills and the ability to build strong working relationships with a wide range of partners and stakeholders
- Strong computer literacy skills

Desirable

While not essential, it will strengthen your application if you can demonstrate one or more of the following:

- Experience of developing teams and fundraising programmes from scratch
- Experience of leading a team
- Experience of working in Higher Education
- Experience of other forms of fundraising, including grant fundraising and legacies
- Experience of alumni engagement

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please email your CV, a covering letter, and the contact details of two referees (all in one PDF) indicating if we can contact them now.

The above should be submitted by email to hr@hmc.ox.ac.uk by **12 noon** on the application deadline of **Friday 10 January 2025** quoting your name and the vacancy reference **DD2024**. Interviews are anticipated to take place on the week commencing the **27 January 2025**.

Benefits and Conditions

- Free lunches when on duty
- Pension: You will have the option of joining a contributory staff pension scheme (The Pensions Trust).
- Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.
- Opportunities to attend formal dinners over the year
- Access to several Oxford University staff benefits, including access to university museums, gardens and events, discounted access to health and sports facilities and eligibility to purchase a TOTUM+ card which provides discounts in a wide range of shops and restaurants

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.