



**Job Title** **SENIOR DEVELOPMENT EXECUTIVE**

**Relationships:**

- Responsible to:** Director of Development  
**Liaison with:** Campaign Board Members, Research Officer, Development Manager, Academic Office  
**Responsible for:** Research Officer

**Location** Oxford

**Hours of work** Full time - 35 hours per week, usually Monday to Friday 9am to 5pm. There may be a requirement for evening and/or weekend work for which time off in lieu will be provided.  
The role will also require occasional travel in the UK and overseas to meet potential donors and provide support to fundraising events.

**Key Tasks and Duties**

This is a senior position in the team, requiring an outstanding fundraising professional with the commitment and ability to raise significant funds for the Campaign. The successful candidate will be highly motivated and have a proven record of success in fundraising and expertise in managing relationships with high-net worth individuals. He/she will be expected to spend part of his/her time meeting current or prospective donors in the UK and overseas and will be expected to take on a portfolio of prospects and be responsible for cultivation, solicitation and stewardship of potential donors.

**Principal responsibilities**

General

- Ensure that philanthropic income to Jesus College steadily and sustainably rises in order to fulfil the targets of the 450<sup>th</sup> anniversary Campaign and beyond
- Have a sound understanding of the College's ethos, strategic priorities and finances, promoting these both within College and in the wider College networks

- Deputise for the Director of Development taking a leadership role within the function, providing support in the development, management and delivery of the fundraising strategy and team
- Manage the Research Officer, ensuring that the research resource is developed and utilised and motivating and developing the postholder
- Develop excellent working relationships within College, amongst College's Fellows, students and other staff.

#### Donor Relations

- Work with the Director of Development and Research Officer to identify potential supporters, both alumni and non-alumni
- Make full use of the College's wider network, including alumni, staff and supporters as well as externally available resources and databases to identify research, approach and cultivate new and existing prospects
- Develop and implement approach plans to secure gifts of £10,000 to £100,000. Involving planning for, and undertaking, the 'ask' for support, as appropriate, and in others facilitating appropriate personnel to make the ask. This may be alone, with the Director of Development or, when appropriate, a high-level volunteer
- Continue to develop donor care programmes to facilitate the personal management of a portfolio of around 100 prospects and move these prospects through a pipeline.
- Be responsible for, and meet, an agreed fundraising target from this portfolio of prospects
- Develop bespoke proposals for potential donors with appropriate consultation
- Achieve a personal income target of at least £400,000 in the first year and rising to a higher agreed level in future years
- Work with the Director of Development to increase the solicitation of legacy pledges.
- Work with the Director of Development to develop and execute plans to engage prospective donors in US and Hong Kong/mainland China.
- Take on some responsibility for formulating and implementing stewardship strategies for all donors for which the post holder is the primary relationship manager

#### Planning and reporting

- Be committed to, and follow, recognised best practice in Development (including prospect research, prospective cultivation, solicitation and stewardship) at all times
- Follow the protocols of the Development Office and the Principals and Protocols of the collegiate University
- Ensure that the data management system contains complete contact reports for all meetings and that a current and accurate record of all development activity for which the post holder is responsible is maintained on the University's Development Alumni Relations database (DARS)
- Report regularly against specified criteria on development activity such as numbers of meetings and on the pipeline of prospective donors
- Prepare reports on fundraising progress for Development Committee
- Working with the Principal, Director of Development, Development team and high level volunteers, assist in the further development of the Campaign strategy and communications.