



Development Executive (Major Gifts) Role Specification

January 2024





Corpus Christi College, Oxford University is pleased to present this opportunity to join our dynamic Development Team and play a pivotal role in advancing the College's strategic educational and research objectives towards its academic mission.

CORPUS CHRISTI COLLEGE

Corpus Christi College prides itself on its collaborative environment. Corpus Christi is a constituent College of the University of Oxford and is one of the smallest and oldest colleges in Oxford. Founded in 1517, we are still today, a vibrant, close-knit community of students, Fellows and alumni from many different backgrounds. Our size gives everyone the opportunity to build enriching educational and professional relationships, make an impact on College life, and be individually supported in the pursuit of excellence.

This collegiate approach extends to the Development Team where relationship building, understanding and teamwork are at the core of our approach. We are a small, friendly, and equally ambitious team and we are able to see our efforts having a real and tangible impact on College life.

The Development Executive (major gifts) is a vital member the Development Team. Working hand in glove with the Development Director, the Development Executive will play a key role in advancing important philanthropic relationships with alumni and prospects and supporting the College's ambitions to welcome the best and brightest students to Corpus regardless of their means and provide them with an environment in which they can excel.

ABOUT THE ROLE

The post holder will both

1. Support the Development Director in playing a 'primary aide' role to accelerate strategies to increase six and seven figure giving (both major and planned gifts) from alumni and non-alumni; *and*
2. Be personally responsible for five figure major and planned gifts.

The post holder will support the Development Director in order to ensure that they are supported to:

- maximise their effectiveness in major gift and legacy fundraising;
- significantly increase major giving activity; *and*
- manage the prospect and donor pipeline.

The post holder will also be personally responsible for:

- securing five figure major gifts circa £25k; *and*
- growing long term income through the development of a planned giving programme.



This role has arisen at a transformative time at Corpus. In 2024 the College will open 'The Spencer Building'; the most ambitious capital project to take place on the College site in over three centuries. The Development Executive will play a pivotal role in closing out this landmark campaign and ensuring that the College capitalises on the momentum created to launch into its next philanthropic phase.

RESPONSIBILITIES

The successful candidate will contribute to the realisation of the ambitions and goals of the College.

Production of High-Quality Donor Materials

- Collaborate with the Development Director to prepare bespoke donor proposals that are imaginative, compelling, accurate and timely.
- Support the Development Director in all aspects of timely communications with donors and prospects that is of the highest quality, in order to optimise relationship management and realise potential funding.
- Maintain and grow a library of fundraising resources, including case for support development, proposals, gift agreements and templates for key correspondence (e.g. letters/emails of introduction and thank you letters).

Internal Collaboration and Stakeholder Management

- Work with colleagues across the college community to identify new funding opportunities and gather information to report back to supporters on existing funding propositions.
- Work closely with the Donor Relations & Events Executive to ensure a high-quality stewardship experience for donors.
- Work collaboratively across the College to maximise engagement opportunities.
- Establish and maintain an understanding of the College's academic objectives and their relationship to the Development Team's targets and priorities.

Cultivation of Major Gifts and Planned Giving

- Review, devise and implement fundraising strategies to increase five figure gifts (circa £25k) and legacy pledges from the Corpus community.
- Review, devise and implement a long term planned giving (legacy) programme from Corpus Christi's alumni community.
- Identify, cultivate, and manage a portfolio of 25 individual prospects and existing supporters who have the capacity to make gifts between £10K and £25k.

Fundraising Best Practice

- Adhere to the highest standards of fundraising best practice and ensure that all activities comply fully with the relevant Data Protection and any other fundraising legislation.
- Conduct research into sector trends or examples that can be drawn on by the Development Office.
- Utilise a data-driven approach to mine information available in order to identify, cultivate, solicit, and steward major alumni donors and prospects

Reporting and Administrative Support

- Coordinate data entry, reporting, and tracking in Raisers Edge related to fundraising and compliance, ensuring information is organised, updated, and accurate.
- Maintain a robust donor and prospect pipeline in order to provide a clear picture of priorities and conversation progress.
- Assist with scheduling, coordination and note-taking for fundraising meetings.
- Assist the Development Director with the timely and accurate reporting of development activity, to identify the effectiveness of specific fundraising initiatives and to inform future decision making, alongside producing Development Committee papers.

Performance Reporting and Management

- Responsible for meeting annual financial and non-financial targets as agreed with the Development Director, and report on progress as required.
- Provide monthly development income reporting, following the monthly reconciliation of accounts from the Bursary, with the Development Team's financial records.
- Analyse the efficacy of past campaigns to improve performance and lead on identifying trends to significantly improve the targeting of appeals.

General

- Provide logistical support where required for cultivation and stewardship events, including handling donor enquiries and staffing in-person events
- Adhere to all health and safety and fire regulations of the College.
- Uphold ethical and professional standards and not behave in a manner that would bring the College into disrepute
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the College
- Demonstrate a commitment to on-going learning and development and participate in any training relevant to the role.



RELATIONSHIPS

- a) Responsible to: The Development Director.
- b) Objectives set and assessed by: The College President, on behalf of the Governing Body of the College.
- c) Direct report(s): No current direct reports, however role could have line management responsibility in the future.
- d) Co-workers: The Development Director, President's PA, Donor Relations & Events Executive, Development Officer.
- e) Liaison with: Fellows, Visitors, Alumni, The President's Team, College Staff, potential and actual donors, external service providers, students, university administration.

IMPORTANT INFORMATION

HOURS

Fulltime 36.5 hours per week, however reduced hours considered for exceptional candidates.

A flexible approach to working patterns outside normal working hours is essential: evening and weekend working in support of fundraising events will be needed as well as travel to events in the UK, outside of Oxford.

HOLIDAYS

24 days + 5 at Christmas + Bank Holidays

TRAINING

Raisers Edge training will be provided to the successful applicant if required.

SALARY & BENEFITS

University Scale Grade 6 (£32,332 to £41,732) depending upon experience. The College offers, in addition to the salary, a commitment to professional development with a budget towards learning and development. Membership of a generous staff contributory pension scheme, free meals when working, and when the kitchen is open, and access to the Employee Assistance Programme, all also form part of the package.

APPOINTMENT

The College is looking to fill this post as soon as possible. There will be an initial probationary period of six months. The appointment will be conditional on verification of the successful candidate's right to work in the UK, and subject to the receipt of satisfactory references, one of which should be your current employer.

NOTICE

During the initial probationary period of six months, notice will be one month's written notice on either side. Subject to satisfactory review and confirmation of the post, the notice period will be three months on either side.

APPLICATIONS

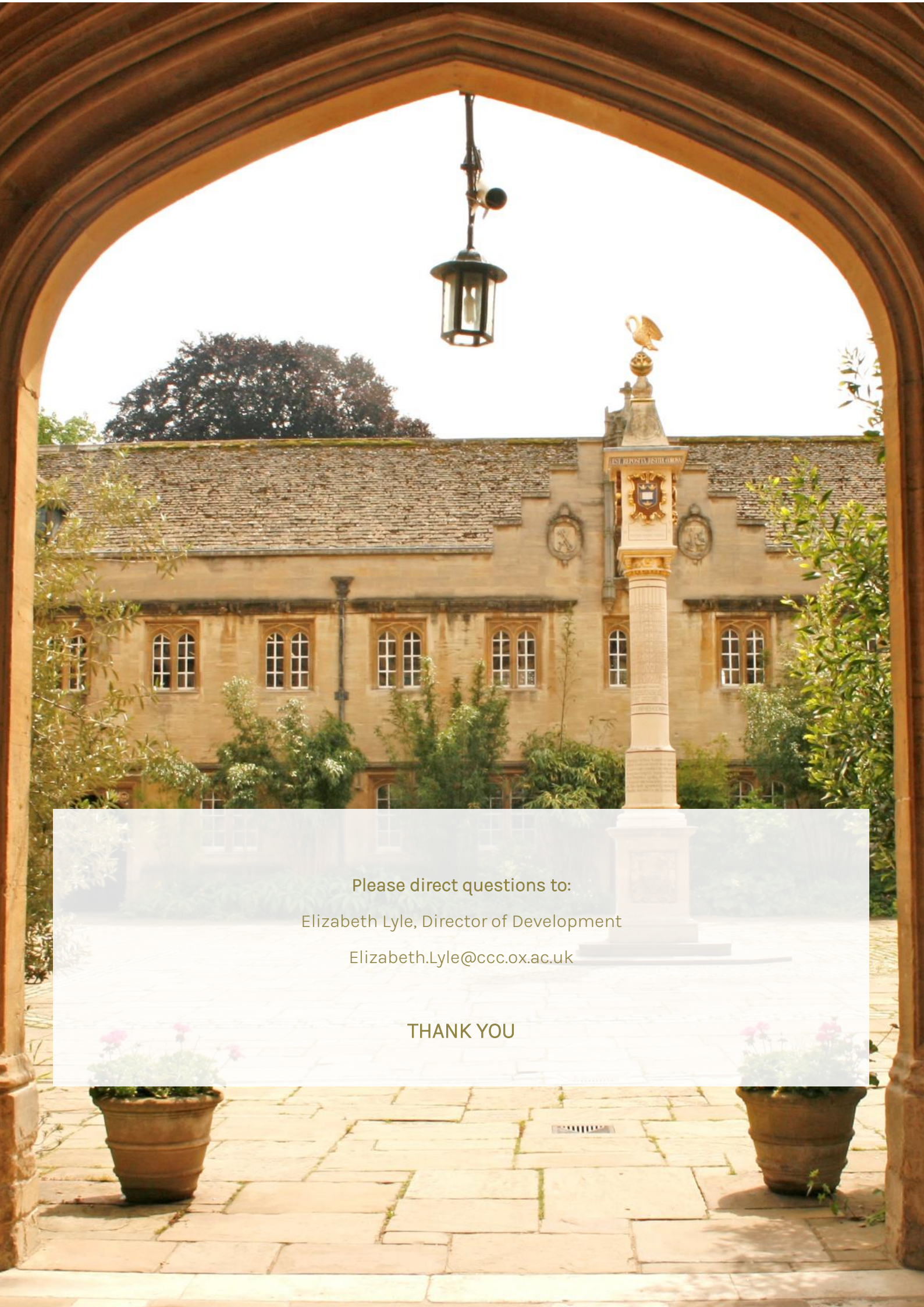
Prospective candidates should send a Curriculum Vitae along with covering letter of no more than two pages to recruitment@ccc.ox.ac.uk, or by post to HR Director, Corpus Christi College, Merton Street, Oxford, OX1 4JF, to arrive no later than midday on Tuesday 16 January. First round interviews will be held on Tuesday 23 January and second round interviews on Thursday 25 January. Both interviews to be held in College.

EMPLOYMENT CRITERIA

The desired candidate will be:

- Pro-active
The successful candidate will be required to plan ahead, strategize for upcoming engagements and use their initiative to prepare materials in advance which support specific donor/prospect objectives.
- Detail-orientated
An eye for detail and personal pride in the production of materials are essential to ensure that they are of the highest quality.

Criteria	Essential	Desirable
Excellent written and oral communication skills. Ability to be able to produce consistently high quality, imaginative and compelling written materials e.g., proposals, letters, and pitches	X	
Highly motivated to meet financial benchmarks, produce results, and exceed expectations	X	
Excellent initiative, able to advance strategies with minimal supervision	X	
Strong organisational skills, able to prioritise and respond flexibly to changing and challenging circumstances	X	
Experience of initiating and developing excellent working relationships with stakeholders across an organisation	X	
Experienced team player with demonstrable capacity to influence and drive results	X	
Ability to be detailed oriented, think analytically, and use good judgment to make accurate decisions	X	
Proficient in all MS Office applications	X	
Ability to relate to a wide range of people and interact positively and politely with them	X	
Experience managing and growing a planned giving (legacy) programme		X
Ability to maintain Web and social media publications		X
Possess an understanding of the ethos and culture of Oxford Colleges		X
Knowledge of Raiser's Edge fundraising databases		X
A track record of having asked for, negotiated and secured gifts of £10K+ from individuals and/or trusts		X
Proven success of developing and maintaining effective donor relationships		X



Please direct questions to:
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Elizabeth.Lyle@ccc.ox.ac.uk

THANK YOU