Job Title: Campaign Officer (Individual Giving)
Fixed term post for 3 years
Salary Grade 6: range £27,629 - £32,958

The Role:
Working under the direction of the Development Director, the post holder’s primary responsibility will be to develop and implement plans to generate mid to higher level gifts (from four to six figures) for the College’s 125th Anniversary Campaign. The post holder will also support the College’s successful legacy programme, the St Hilda’s Society, and the associated stewardship events and visits.

Purpose:
Identify, cultivate and seek support from prospects and donors who are able to support the College with gifts and pledges in a range up to six figures. This is likely to involve significant time arranging meetings with current or prospective donors and require some travel, mainly in the United Kingdom, with flexibility needed as the role will require out-of-hours work (time off in lieu is provided for this)

- Prepare individual gift proposals for higher level gifts and pledges and follow up with donors and prospects over these
- Identify and cultivate new legacy pledges as part of the 125th Anniversary Campaign and follow up with individuals to invite them to join the St Hilda’s Society Feast and other stewardship events
- Provide reports on progress with fundraising, maintain records for prospects and donors on the database and assist with specific cultivation and campaign events.

Relationships:
Responsible to: Development Director
Liaison with external groups including:
- Campaign Board members.
Within College: Campaign Executive Officer, Development Officer, Alumnae Relations and Communications Manager, Alumnae Events Manager, Development Assistant,
- The Principal and Fellows of the College involved in the Campaign.
Other offices: Communications Manager, Accounts, Academic Office, Bursar’s Office, IT.

Main Duties

1. Develop relationships with prospects and donors
   - Work with the Director of Development to identify prospects with whom the College will aim to develop significant philanthropic relationships. These will include alumnae and supporters/volunteers, high net worth individuals referred by Campaign Board members, and - where clearance is given by the University’s prospect clearance team - foundations and the corporate sector.
   - Represent the College and the campaign effectively and with tact and discretion in discussions with prospects and donors.
• Implement solicitation strategies to secure gift support. In carrying out this duty, the post holder will be expected to set up ‘asks’ for others as well as to solicit a specific sum of money personally. This will require close consultation with the Director of Development and Campaign Board members, and will require the post holder to work effectively with academic champions.

• Be responsible for preparing gift proposals and following up with prospects after meetings.

• Implement appropriate stewardship strategies for all donors for whom the post holder is the primary relationship manager.

• Be able to explain and promote the key areas within the campaign to potential donors (including prospects who may not be familiar with Oxford and the collegiate system).

• Understand donors’ wishes and aspirations and to identify potential links with key priority projects with the aim of securing middle and higher level gifts.

2. Committees
• Provide reports when requested for the Development Advisory Committee (each term) and Campaign Board meetings
• Duties may include assisting to set up meetings, collecting and distributing papers and taking minutes for Campaign Board meetings if required.

3 Communications:
• Prepare gift proposals and similar materials to follow up on meetings with donors and prospects.

4 Donor Stewardship
• Prepare stewardship plans, arrange and follow up on invitations and communications to prospects and donors.
• Monitor stewardship and engagement for the prospect list.
• Support other (selected) College events, this involves out-of-hours work from time to time for which time off in lieu (TOIL) is offered

5 Financial recording and reporting
• Draft individual gift acknowledgement letters and prepare donor reports
• Record fundraising approaches and assist with the prospect pipeline tracking and reporting.

6 Database
• Comply with requirements for data handling and confidentiality
• Prepare queries to extract relevant demographic and statistical data on Senior Members and Donors/Friends of the College to support the development programme

Knowledge, Skills, Qualities required:
• A proven track record in fundraising from individuals at the mid gifts level
• Self-motivated with well-developed interpersonal skills and experience in working with prospects and donors
• Ability to tailor the College’s fundraising messages effectively to suit the interests of individual prospects and donors
• A track record in using discretion, sensitivity and tact in working with a range of individuals.
• Well-organised, able to prioritise and switch from one task to another if needed. Careful with details, able to work well and with accuracy under pressure.
• Willingness and availability to work outside of standard office hours to suit demands of the position. Time off in lieu is given.

The successful candidate will be confident, enthusiastic, energetic, a team player and demonstrate a positive and flexible approach to work. The post will be demanding and will entail some evening and weekend work. It offers the post holder an excellent opportunity to develop legacy and individual giving experience within a supportive team.

The above is not an exhaustive description. This job description may be amended from time to time without changing the essential characteristics of the post.