



Director of Development

Job Description and Further Particulars

Job title:	Director of Development
Hours:	Full time (37.5 hours a week)
Salary:	Grade 10 £71,566 - £80,525 plus an Oxford Weighting Allowance (currently £1,530)
Contract Type:	Fixed term initially for 4 years, renewable subject to funding
Responsible to:	The Principal
Responsible for:	Major Donor and Events Manager (0.4 FTE) Philanthropy Executive Development and Alumni Relations Officer (0.75 FTE)

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 its fundraising by beginning to build up a more engaged community of alumni and donors. This work is still at a nascent stage but there is a great deal of untapped potential amongst the college's existing contacts, and there is a new Principal (Beth Breeze) who is knowledgeable and extremely supportive of development work. We are recruiting a Director of Development who can swiftly and successfully take advantage of this opportunity to lead the college's efforts to secure sustainable philanthropic income that will enable this unique and impactful academic community to fulfil its mission.

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

- **Milestone campaigns in 2026 and 2036** – during 2026 HMC is celebrating 30 years since being awarded a royal charter in 1996 when we became a full collegiate member of Oxford University. Efforts are in train to mark this milestone with a private campaign focused on memorable events, a new publication telling the story of 30 impactful years, and celebrations of supporters and key individuals. Completing these efforts alongside the Principal and the 30th anniversary planning and philanthropy committees, will create a springboard into a public campaign culminating in 2036 with a significant financial goal to celebrate the 250th anniversary of the founding of Manchester College in the north of England.
- **Endowment fundraising and re-capitalisation** – HMC has the smallest endowment of the 39 Oxford colleges (c.£17 million). A larger endowment will generate much-needed regular annual income enabling us to strengthen our core work as an inclusive and diverse teaching and research institution focused on mature students. Doubling this endowment by 2032 and actively seeking to re-capitalise college, are key pieces of work that the Development Director and Principal will work on together.
- **Capital campaign** – HMC has successfully acquired a large property directly opposite the College's main entrance. This building will enable the College to increase the amount of accommodation available to our students, while also providing additional offices, library space, and a home for research activity. Significant funding is needed to maximise the potential of the building through redevelopment. The successful postholder will lead a capital campaign, potentially linked to the 140th anniversary of the college arriving in Oxford in 1889, ahead of the College taking occupation of the building by 2033.
- **Net Zero** – the students, staff and fellows have the shared goal of reducing carbon emissions and being the first Oxford college that occupies older buildings to reach Net Zero. Our efforts to secure a clean energy supply have begun and will require significant funding to be realised. Development professionals with twin passions for higher education and the environment will have the opportunity to pursue both causes in this role.

Key Responsibilities & Duties

Fundraising strategy

- Responsible for developing and implementing a fundraising strategy to grow sustainable philanthropic income in order to support the College's strategic priorities.

Building and overseeing the major gifts programme

- Accountable for identifying prospects, building up a sustainable pipeline, developing and implementing cultivation plans, working with staff across the College to secure gifts, and to thank and steward existing and new donors.

Managing the fundraising team

- Line-managing all staff in the development office, which is currently being re-built and likely to be comprised of three team members focused on major giving, legacies, and regular giving.

Developing and overseeing an alumni engagement strategy

- Support the Development and Alumni Relations Officer 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.

Play an active part in the College community

- Work closely with the Principal (to whom you will report), Bursar and Governing Body, as well as with colleagues across HMC.
- Get to know students during their time at HMC so that you can help to maintain a connection with them after graduation and connect our alumni network with College life.

This role requires some evening and weekend work and will occasionally require the postholder to travel. This could include international travel.

Selection Criteria

Essential

- Experience of creating and implementing fundraising strategy.
- A proven track record of success in all aspects of fundraising, including identifying prospective donors, developing cultivation plans, closing gifts and stewarding donors.
- Excellent interpersonal skills and the ability to build strong working relationships with a wide range of partners and stakeholders.
- Excellent communication skills, including written and oral presentation.
- Proven leadership skills.
- 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.

Desirable

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

- Knowledge and understanding of the Higher Education sector.
- Demonstrable advanced skills in alumni engagement.

- Strong computer literacy skills.

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 also include the details of two referees.

The above should be submitted by email to hr@hmc.ox.ac.uk by 12 noon on the application deadline of Tuesday 21st April. Interviews are expected to take place in College on Friday 8th May.

Benefits and Conditions

- Free lunches when on duty, and when the kitchen is serving meals to staff.
- Pension: You will have the option of joining a contributory pension scheme.
- Annual leave: 30 days (pro rata for part time staff) plus bank holidays to be taken at a mutually agreed time, but normally outside of term.
- Eligibility for the College's housing assisting scheme.
- Funding to purchase a Bicycle and associated gear up to the value of £300.
- Membership of the University sports club.
- Retail discounts.
- Professional Development Support provided by the University.
- Staff Social Events/Activities.
- Nomination for SCR membership and Supernumerary Fellowship.

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.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

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.