



Senior Development Executive

Job Description & Further Particulars

Job title:	Senior Development Executive
Hours:	Full time (37.5 hours per week)
Salary:	Grade 7 (£37,389 - £46,049) plus an Oxford Weighting Payment (currently £1,530)
Contract Type:	Fixed Term initially for 3 years, renewable subject to funding
Responsible to:	Development Director

Harris Manchester College (HMC)

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

The purpose of this post is to provide opportunities for all members of the community to give back to Harris Manchester College (HMC). Working with the Principal, Beth Breeze OBE, who has a distinguished academic career in philanthropy, and the new Development Director, the postholder will execute programmes to solicit gifts from the whole college community at all levels.

This is a new post and the postholder will have the opportunity to shape it. It is anticipated that this role will suit someone who wishes to build their skills and experience across a range of fundraising streams. They will possess the flexibility to use face-to-face approaches as well as mass (including digital) fundraising techniques to achieve results. In support of the Development Director, they will also have the opportunity to help devise and build the overall Development programme. To that end, this role is perfect for someone who has developed strong skills in one area of fundraising and wishes to hone those skills while learning others.

This post requires creativity and intellectual engagement, together with a strong commitment to sustaining and enhancing Harris Manchester's distinctive character within Oxford. The postholder will bring a thoughtful, proactive approach and a clear dedication to contributing effectively to the College community.

Ultimately, this role requires energy and passion to build a programme that matches the depth of feeling and warmth that alumni and friends have for the unique HMC community.

Key Responsibilities & Duties

Fundraising and prospect management

- Seek mid-level major gifts through personal face-to-face approaches with alumni and friends who are prospective supporters.
- Grow philanthropic support for the College by undertaking mass fundraising appeals such as giving days, telethons, and other digital campaigns.
- Engaging with a variety of information sources and College stakeholders, gather accurate quantitative and qualitative data to support the production of 'case for support' documents to enable effective storytelling across a wide range of fundraising areas, including capital projects, graduate scholarships, student support, and outreach initiatives.
- Ensure that records for alumni and friends of the College are kept up-to-date with relevant information, documentation, and engagement.
- Produce letters of thanks and stewardship reports for donors.
- Manage a prospect list including pulling own queries and reports from Raiser's Edge NXT.
- Take an active role in the Development Office by contributing to wider departmental plans and strategy as appropriate and collaborating with all other team members. Deputise for the Development Director where necessary.

Legacies

- Manage the College's legacy giving society, The Worthington Circle.
- Seek legacy pledges by running legacy appeals as well as in-person approaches, alongside the Development Director.

Wider engagement

- Attend events for alumni and friends, with the aim of networking and building relationships with current and potential supporters.
- Advocate for regular and major giving within the College, helping to promote the benefits of philanthropy to students, staff, Fellows and other community members.
- Keep abreast of best practice in philanthropy within the Oxford community and Higher Education sector as a whole, and network with other fundraising professionals as opportunities arise.

Other duties

- Take on any other duties appropriate to the level of the post, which may reasonably be requested by the Development Director.

Selection Criteria

Essential

- Outstanding and well-developed relationship management skills, with the interpersonal skills, tact, and sensitivity to build relationships at all levels, both internally (Fellows, staff, and students) and externally (alumni, donors, and volunteers).
- Experience of making direct requests for donations or exceptional equivalent experience in a similar role involving high level relationship-building responsibilities.
- Demonstrable ability to meet income and activity targets in a results-driven environment.
- The ability to think tactically about the relationship between potential donors and fundraising goals, combining regular and major giving strategies and approaches.
- Outstanding written and verbal communication skills.
- Excellent organisational and project management skills
- Ability to manage multiple priorities and projects simultaneously.
- Strong self-motivation and initiative alongside an ability to work well with others and as part of a team
- Experience of using CRM databases and the ability to work with personal and confidential information in line with relevant privacy and data protection regulations.
- Excellent computer skills, including Microsoft Office and other digital tools.
- An interest in higher education and an understanding of the University of Oxford, and its goals in teaching and research.

Desirable

- Previous fundraising experience within higher education.
- Experience of using Raiser's Edge NXT database.

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 **1st September 2026**. Interviews are expected to take place in the week beginning on **21st September 2026**.

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.
- 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.

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.