

# Job Description



## DEVELOPMENT OFFICE

<b>Job title</b>	Senior Development Executive – Oxford China Office
<b>Division</b>	University Administration and Services
<b>Department</b>	Development Office / University of Oxford China Office
<b>Location</b>	Hong Kong
<b>Grade and salary</b>	HKD 40,000 to 46,371 per month (discretionary range to HKD 52,191)
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Director of Development, Asia
<b>Vacancy reference</b>	N/A
<b>Additional information</b>	

## The role

**Key relationships** University donors; external volunteers and members of advisory committees; colleagues at Oxford China Office; senior academics and administrative staff as appropriate; members of the Development and Alumni Relations teams across the collegiate University; International Strategy Office.

**Purpose** To develop and implement plans to maximise private gift support for agreed priorities across the University.

Philanthropy plays a critical role in enabling Oxford to maintain and build on its status as a world-class centre of learning. Major giving from Hong Kong, Mainland China and other parts of Asia has played a significant part in the recent success of the *Oxford Thinking Campaign* and these gifts have made a number of important projects possible, including the Oxford China Centre, the Great Scholarship programme, the Kai Feng Scholarships, the Hong Kong Jockey Club Scholarships, and the DH Chen Scholarships.

The China Office development team is responsible for identifying new potential donors, building relationships and soliciting donations from philanthropists and organisations in Hong Kong, Mainland China and other select Asian markets in support of the University's academic priorities. The China Office development team travels from time to time, and as required with the Vice-Chancellor or Pro-Vice-Chancellor for Development and External Affairs and occasionally with selected other University officers, academics, and/or senior volunteers.



The Senior Development Executive is a key role within the team and the post holder will have the opportunity to work with prominent donors and academics. This is an exciting and stimulating role in a busy team, and the post holder will have the opportunity work on a wide variety of projects in the delivery of an ambitious fundraising plan.

The post holder will be highly motivated and will possess a strong drive towards getting out in the field and developing purposeful and effective relationships with prospective benefactors. The post holder will be expected to liaise with senior academics to shape fundraising propositions and to spend the greater part of his/her time identifying and meeting current or prospective donors both in Hong Kong and mainland China. As a core element of his/her activity, the post holder will be expected to work closely with other development professionals of the Collegiate University.

The post holder will contribute to approaches to high level donors (corporate, trust and individual) and will also manage their own donor portfolio, ultimately developing and managing a portfolio of more than 100 major gifts prospects. The post holder will be responsible for the identification, cultivation, solicitation and stewardship of potential donors able to support the University, typically in the range of £100,000-£1,000,000 over time. The Director of Development, Asia, working with the Pro-Vice-Chancellor (Development and External Affairs) and the Chief Development Officer, is responsible for the solicitation of principal and many major gifts.

The post holder will be required to cover for or act in the place of the Director of Development, Asia, from time to time and in particular in some internal meetings.

The post holder will be able to use the support services provided (accounting, database, communications, stewardship and research).

The line manager will regularly review progress. The office seeks to support and encourage staff to help them reach their potential, providing access to appropriate courses and training whenever possible.

The Development Office and China Office culture is professional, collaborative and service-oriented, and values transparency, flexibility, trustworthiness, tenacity, energy, drive and the ability to act as an ambassador for the office and for the collegiate University.

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be flexible and adaptable, and able to contribute to the development of the fundraising function of the collegiate University.

## **Responsibilities**

- To play a crucial role in ensuring that philanthropic income for the core priorities of the University rises in a steady and sustainable manner year on year through the identification and engagement of new potential donors and the successful acquisition of new gifts
- To implement solicitation strategies to secure gift support. The post holder will be expected to encourage prospective donors to consider making a gift to the University and, when appropriate, personally to solicit a specific sum of money up to the million pound level, often working jointly with a senior academic. This will require close

consultation with the Director of Development, Asia and will require the post holder to work effectively with academic champions and volunteers.

- To identify prospective donors with whom the University will aim to develop significant philanthropic relationships and eventually build a prospect pool of 75-100 quality major gift prospects. These will be drawn from several groups: high net-worth individuals (largely non-alumni, but may include some alumni), the corporate sector, trusts and foundations and other bodies from whom funding may be obtained
- To achieve performance expectations of approximately 10 prospect meetings per month by the end of the first year.
- To be responsible for formulating and implementing stewardship strategies for all donors for whom the post holder is the primary relationship manager
- To be able to understand academically complex projects and explain and promote them to potential, non-specialist donors. This will involve working out how to articulate and publicise priority projects, as agreed by the University, in both written and verbal form. This will be undertaken in close collaboration with the Director of Development, Asia and senior University officials and academics, and with senior fundraising personnel in the collegiate University.
- To understand donors' wishes and aspirations and to identify potential links with key priority projects with the aim of securing a major gift
- To participate in the formulation and ongoing implementation of a regional strategy covering fundraising, alumni relations and public affairs to the benefit of the collegiate University
- As appropriate, to identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation
- To optimise philanthropic support for the collegiate University and to adhere to best practice in prospect cultivation, solicitation and stewardship. This will involve collaboration with college-based and other development staff in line with agreed principles and protocols
- To use his/her judgment, sometimes without reference, to determine what specific proposition should be put to a prospect, and under what terms, in order best to secure the prospect's greatest potential level of support
- To ensure that a current and accurate record of all development strategy and activity for which the post holder is responsible, be maintained on the Development Office's database
- To respond to inquiries from colleagues from across the collegiate University with information or advice on fundraising and institutional outreach in greater China
- To contribute to strategies to ensure that donors from greater China have a positive experience during visits to Oxford, and that recognition and stewardship events are conducted with sensitivity to cultural and linguistic differences
- To ensure all gifts comply with the University's standards on ethics and scrutiny

- To foster a positive understanding of the benefits and importance of philanthropy amongst Oxford's stake-holders
- To report regularly, against specified criteria, on development activity such as numbers of potential donors and donor meetings
- To carry out such other functions as from time to time the Director of Development, Asia or other senior colleagues may require, commensurate with the level of this position.

## **Selection criteria**

The work of the Oxford China Office covers a wide range of activities and priorities will inevitably change from day to day. All staff operate as a team, and, while each has his or her own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the University as a whole and especially with the numerous academic staff and volunteers.

### **Essential**

#### *Experience and knowledge*

- An excellent general level of education to degree level or equivalent.
- Proven fundraising experience in a complex organisation and direct involvement in securing major gifts or closing business contracts
- Evidence of contributing to a major relationship to achieve successful fundraising from corporate and other donors, or commensurate experience in sales or business development
- Ability to establish credibility, confidence and robust relationships with existing and prospective donors, and key stakeholders
- Broad knowledge of academic topics and the ability to speak and write about them with fluency and authority.

#### *Skills and abilities*

- An ability to think both strategically and tactically about the relations between potential donors and fund-raising goals
- An ability to provide specialist expertise in the area of major gift giving or business development, and to develop a long term strategy for the solicitation of major gifts
- Excellent personal presentation and communication skills, both oral and written, in English plus Mandarin or Cantonese
- An ability to ask for, or arrange for others to ask for, significant gifts to enable the collegiate University to maintain its world-class status
- The ability to promote interest amongst prospective donors in the goals of the University as a whole

- The ability to converse effectively and convincingly with a range of people, including major donors, academics and senior officers, and to represent the University at the highest levels; the capability of representing the University at a senior level
- Ability to thrive and work well under pressure whilst remaining aware of detail
- An ability to act independently and decisively when the situation demands it
- The ability to identify and work with professional and academic colleagues in the cultivation of prospects and in the solicitation of major gifts
- Excellent social skills and cultural understanding, particularly in the context of greater China, and a very high level of literary and communication skills. The ability to converse effectively and convincingly with a range of people, including major donors, academics and senior officers, and to represent the University at the highest levels; Outstanding interpersonal skills
- An understanding of the potential sources of funding for UK Higher Education in Asia in order to set the work of the Development Office in context and to understand the multifaceted relationships the University of Oxford has with its funders

#### *Attitudes*

- An interest in higher education and in particular an understanding of the University of Oxford, and its goals in teaching and research
- Demonstrable ability to show highly nuanced sensitive and good judgement when working with key internal and external stakeholders
- A combination of the personal sensitivity, maturity of approach and determination that is needed when working with senior academics and prospective major donors to the University
- The candidate must have a flexible attitude and be prepared to work out of regular hours and to travel

#### **Desirable**

- Personal experience with UK higher education as a student or staff member
- Experience working in both Hong Kong and mainland China

## **About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity

is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and Oxford is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## **Development Office**

The role of the University's Development Office is to help secure philanthropic support for the University. The Development Office works in partnership with academic and development colleagues throughout the collegiate University to build enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and to increase financial support for agreed academic priorities. In 2008, the University launched *Oxford Thinking*, the Campaign for the University of Oxford, aimed at raising a minimum of £1.25 billion to transform the collegiate University for many generations to come. This goal was increased to £3bn in 2012, and gifts totalling more than £2.4bn have already been received.

In addition to fundraising staff, the Development Office has a number of teams that cover particular support functions. These include the Campaign Relations team, (which ensures that donors are thanked and the University's relationships with them appropriately stewarded); the Research Team (which gathers information on potential and existing donors); the Development and Alumni Relations System (DARS) Support Centre (which supports the Development and Alumni Relations database); and the Campaign Communications team (which ensures that major and principal donors are made aware of Campaign priorities through tailored communications, including bespoke proposals and project information). It also works closely with the Gift Registry, part of the Finance Division, which records and processes donations received by the University and on behalf of colleges. There are also three overseas offices covering North America and Asia whose remit includes development; these offices are located in New York, Hong Kong and Tokyo.

The Director of Development, Liesl Elder, reports to the Pro-Vice-Chancellor for Development and External Affairs. The Development Office is part of the central administrative departments of the University, collectively known as University Administration and Services (UAS) and works closely with the offices responsible for Alumni Relations, International Strategy, Public Affairs and Finance.

For further information please visit:

[www.campaign.ox.ac.uk](http://www.campaign.ox.ac.uk)

## **University of Oxford China Limited**

Located in Hong Kong, the University of Oxford China Office Ltd (UOCOL) is a registered charity under Section 88 of the Hong Kong Inland Revenue Ordinance and supports the efforts of the Development Office in building and sustaining philanthropic relationships in Hong Kong, mainland China and other areas of Asia for the benefit of the University. The Oxford China Office works in collaboration with the Alumni Office, Public Affairs Directorate, Office of

International Strategy and colleagues across the collegiate University on outreach in China and the Asia-Pacific region.

## **University Administration and Services**

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

## **How to apply**

If you consider that you meet the selection criteria, please write to [info@oxfordchina.org](mailto:info@oxfordchina.org) with your CV, a cover letter explaining how you are qualified for the role, and two references. Please indicate if your referrers can be contacted at this time. Your cover letter should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

All applications must be received by 5pm on the closing date stated in the advertisement.

## **Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.