



MANSFIELD
COLLEGE
OXFORD

Job Announcement

Development Director

Mansfield College, Oxford University

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| Post Title: | Development Director, Mansfield College, Oxford University |
| Reports to: | Principal |
| Location: | Oxford, United Kingdom |
| Annual Salary: | £70,000 GBP annual salary dependant on experience |

Introduction

[Mansfield College](#) is what an Oxford College should be in the 21st century: warm, welcoming, socially and educationally diverse. It teaches across a broad range of subjects, with a modern, progressive, outward looking approach and a happy cohesive governing body with a common vision and is also home to the [Bonavero Human Rights Institute](#), dedicated to fostering world-class research and scholarships in human rights law.

Mansfield's position as a thought leader on broadening access to Oxford University is nationally recognised and we are now looking for a Development Director to help obtain and sustain the resources to do more of what we do, better, and to offer our very diverse student body the best possible education and experience to enable them to learn and to contribute to the world.

Background

Mansfield is one of the 39 constituent colleges of Oxford University. It was founded by non-conformists in the 1880s and since its foundation has offered excluded and under-represented constituencies access to an Oxford education. From the late 20th century, Mansfield has undertaken sustained and serious work to ensure that the College is intellectually excellent but never socially exclusive and has taken active steps to ensure it attracts and fairly selects candidates from diverse backgrounds. Mansfield is significantly ahead of other Colleges at Oxford and Cambridge in terms of achieving a student body which broadly represents the society it serves. This year, 96% of its offers to home undergraduates were to students from the state sector, and 30% were first generation university students. It also has a strong body of international students.

In 2017, a major fundraising campaign was completed. This enabled Mansfield to build a distinguished new building by MICA Associates, which houses 73 new ensuite student rooms, teaching space, a 160-seat lecture theatre, and to endow the University's Bonavero Institute of Human Rights, which was opened by Kofi Annan in 2018 and whose inaugural director, Professor Kate O'Regan, is a former South African Constitutional Court Judge. The new building has also transformed the College's finances, as a major source of rental and conference income.

The College's intellectual standing has increased significantly in line with Mansfield's reputation as a progressive and inclusive college. The arrival of a new Principal, Helen Mountfield QC, in September 2018, provides an opportunity to creatively devise the next stage of the development strategy.

Due to Mansfield's relative youth, and despite improving participation rates from a generally supportive and enthusiastic alumni population and excellent financial management, the College does not have a large endowment or annual fund to draw on. The development effort to date has been aimed at a relatively small and widely distributed population and benefactors. Mansfield has grown its fundraising systematically in recent years and there is now scope to build on Mansfield's significant past fundraising success.

For this reason we are seeking to recruit a Development Director to devise and lead on the development of a new strategy. The Development Director is one of the College's four top officers, with the Principal, Bursar and Senior Tutor, playing a key role in College strategy and management both in service to and as a member of the Governing Body.

Primary responsibilities

- Develop and implement the next stage of the College's development and communications strategy.
- Develop the Case for Support for new revenue and capital projects.
- Set agreed targets for annual fund income and capital campaigns with agreed timescales.
- Identify, steward and close potential benefactors for major gifts and legacy pledges.
- Support the Principal, Fellows and key volunteers in undertaking major gift and legacy giving approaches.
- Oversee the College's Annual Fund appeal.
- Oversee the organisation and support of Development and Alumni Relations events
- Oversee the development and alumni relations publications programme, including newsletters, emails, website and brochures.
- Oversee the Development Office, including recruitment and management of staff.
- Together with the Bursar, prepare and agree annual operating budgets.
- Oversee the development and maintenance of efficient systems within the office with relation to gifts and other donor information.
- Report on development business to the College's Governing Body.
- Remain informed on best fundraising practice, ensuring that Mansfield's fundraising activities are consistent with the Charity Commission's requirements and other relevant legislation, including the latest GDPR and PECR regulations.
- Liaise with the University Development Office and other colleges on development matters, representing the College's views within the Oxford Development Forum and reporting key activity of this Forum to the Governing Body.

Essential Requirements

- A proven track record of successful fundraising, demonstrating in particular the ability to raise large gifts through direct personal approaches and supporting others who make personal approaches on behalf of the College.
- A successful record of widening the participation base of donors.
- Experience in prospect management, prospect tracking and stewardship programmes.
- Excellent communication and presentation skills, with the ability to explain cases cogently in written and oral form to a sophisticated donor base.

- Ability to work in a warm, collaborative and inspiring way with the Development Office staff, Principal, fellow senior officers of the College, and with sensitivity to academic governance in a collegiate setting.
- Demonstrable maturity, particularly the ability to interact easily and professionally with sophisticated and diverse alumni, benefactors and academics of all ages and nationalities.
- A track record of successful leadership and management, including budgeting, of a development office and team.
- Experience of running and/or overseeing the maintenance of a comprehensive and effective relational database.
- The ability and imagination to develop ways of enhancing the College's relationship with its alumni.
- Proven oversight skills, with commitment to the detail needed, to set up both large and small alumni events in diverse locations.
- Professional knowledge of tax efficient charitable giving from all parts of the world and the legal and ethical constraints around use of data in a fundraising context.
- First level university degree.
- Clear sympathy with the aims and values of higher education, especially the mission and character of Mansfield College.
- Willingness to travel abroad, as well as in the UK.
- Proven ability to take a strategic overview.
- Enthusiasm, flexibility, creativity, self-motivation and resilience.

Desirable

- Experience in higher education fundraising and fundraising from foundations.
- Experience working with Boards and volunteers.
- Experience in developing alumni/friends relationship networks.
- Up-to-date IT skills and willingness to use online methods of communication.
- Knowledge of the national context of university funding.

To Apply

Please send a letter of application stating the skills and approach that you would bring to the role along with your CV/resume (no photos), in English, in strict confidence to Zoe Oldham zoeoldham@darylupsall.com.

Please note in the letter where you learned about the post. A full applicant's pack is also available at the same email address. Ensure that they are sent as Word documents with the titles "*your name* cover letter" and "*your name* CV". Please put "**Mansfield College Development Director**" in the email subject line.

Deadline for applications: Sunday the 14th April 2019, 18.00 GMT