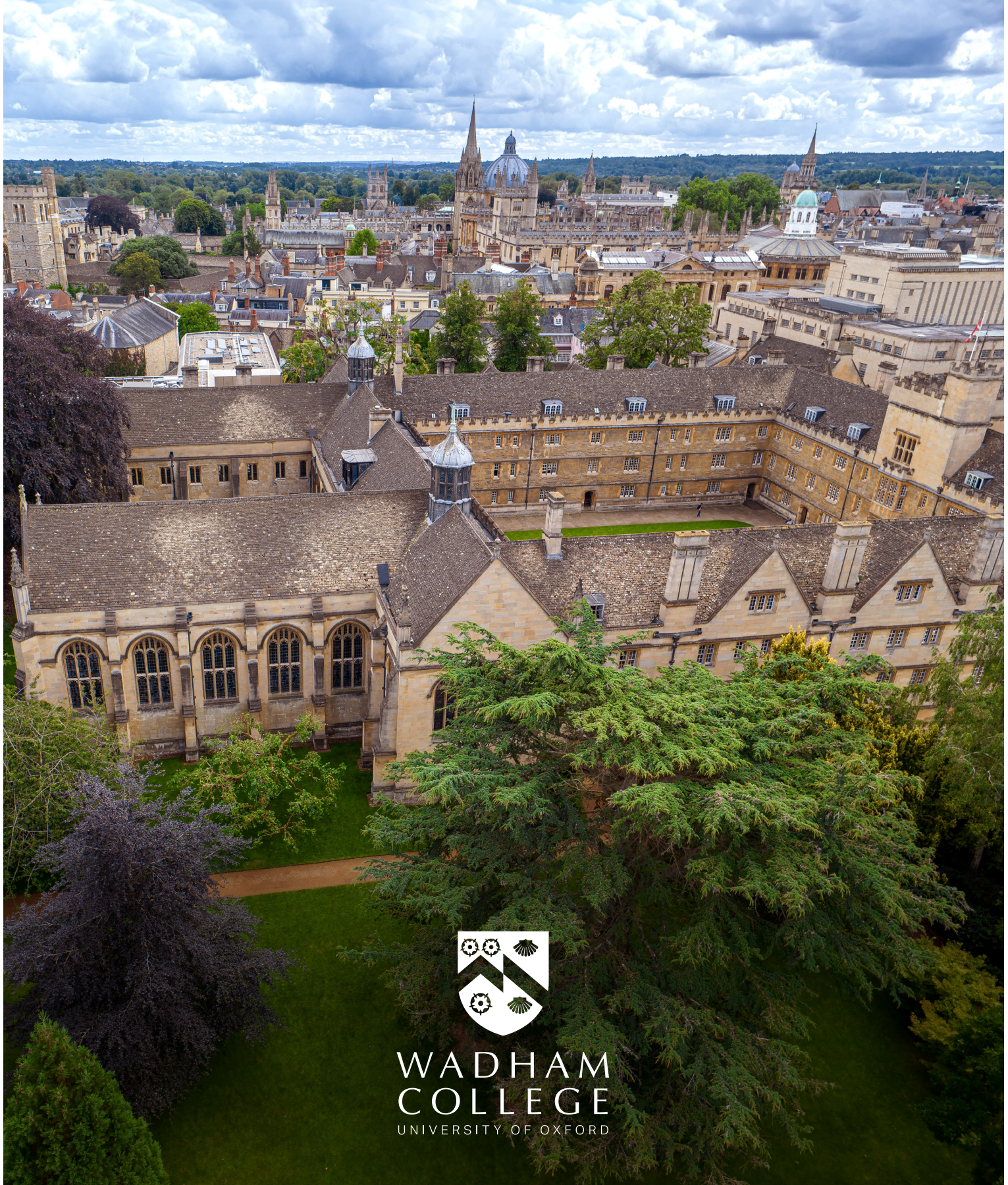


JOB DESCRIPTION AND SELECTION CRITERIA

INDIVIDUAL GIVING MANAGER



WADHAM
COLLEGE
UNIVERSITY OF OXFORD

INDIVIDUAL GIVING MANAGER

Department	Development Office
Salary	£33,951-39,906 pa, discretionary to £43,482 pa, depending on skills and experience (Grade 6 of the University Salary scale). In addition, Wadham College also pays full-time staff a further £1,730 Oxford Weighting per annum. The role holder will be paid a one-off payment of £1,000 upon the successful completion of their probationary period.
Hours	Due to the level of the post the hours of work are not prescriptive, and the post holder is expected to be flexible to meet the demands of the role (no less than 37.5 hours a week). Normal office working days are Monday to Friday although weekend and evening working may be required.
Contract type	Permanent following a satisfactory completion of a 6-month probationary period.
Reporting to	Deputy Development Director.
Contact	Development Director, Deputy Development Director, College Accountant, Development Team, alumni, staff, students, Fellows.
Additional information	Holiday entitlement will be 30 days (pro rata) including the College's closed periods of five days at Christmas, plus bank holidays. Due to operational requirements, you may be required to work on any of the bank holidays, for which time off in lieu will be provided. Parking is not available; however, the College provides a bus pass scheme and a designated area for bicycles. Further details on staff benefits can be found on the back page.
Start date	As soon as possible after appointment.
Standards	 We are a certified Oxford Living Wage employer  INVESTOR IN PEOPLE



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Wadham College

Wadham is one of the largest colleges within the University of Oxford, with approximately 450 undergraduates, 170 postgraduates, around 70 Fellows and over 100 staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. Total annual income is £24m and endowments are in excess of £145m.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded and progressive attitude of its community.

The College's Governing Body consists of the Warden and Fellows. The current Warden is Robert Hannigan CMG, who came to Wadham in September 2021.

More information about Wadham College can be found at www.wadham.ox.ac.uk

General Overview

Wadham prides itself on its ethos of equality and openness. It has earned a reputation as a pioneer in widening access for students from under-represented backgrounds. We are also proud of our alumni donor community, one of the most supportive of any Oxford college.

In 2022 we completed our ambitious Access to Excellence campaign, which promoted social mobility in education and beyond, inspiring talented young applicants from all backgrounds to apply to competitive-entry universities in general, and Oxford in particular. Over the 10-year campaign we met and exceeded our target, with donations totalling over £50m. Wadham has a sector-leading track record in fundraising, and the College has ambitious plans to build on the foundations created by our Access

to Excellence campaign. We are currently in the quiet phase of our next transformative campaign – Life-Changing – World-Changing – which aims to increase the College's endowment with an additional £50m. Structured around four pillars — Unlocking Opportunity (Access), Expanding Thinking (Tutorial System), Powering Research (Fellowships), and Advancing Sustainability (achieving net zero) — the campaign reflects the dual mission of Wadham to transform lives through education and contribute to the wider world through research and alumni impact.

The Development Office has 8 team members, led by Julie Hage, Development Director and Fellow of the College. The office environment is extremely active throughout the year, organising a programme of high-profile events in the UK and abroad, alongside the regular giving campaigns.



Role

We are looking for a creative colleague who enjoys building relationships, is curious about what motivates people to give, and is excited by the opportunity to help shape the future of philanthropy at Wadham.

Whether you are an experienced individual giving fundraiser seeking greater responsibility, or someone with transferable fundraising, communications or marketing experience ready to develop into the role, you will find the opportunity to build your skills within a supportive ambitious team at a particularly exciting time for the College.

As the College develops its philanthropic ambitions through the Life-Changing – World-Changing campaign, this role will play an important part in building the pipeline from regular giving to leadership philanthropy. Alongside managing and growing the successful regular giving programme (currently raising more than £750k annually with a c.21% alumni participation rate), the Individual Giving Manager will help develop the College's Giving Circles, working with donors making gifts of £1,000+ and £5,000+

and gaining experience of more personalised cultivation, solicitation and stewardship.

The Individual Giving Manager will also lead the College's annual Giving Day, one of the highlights of the Development Office calendar. In recent years, Giving Day has become a vibrant, community-wide initiative that brings together alumni, students, Fellows, staff and friends of the College while raising significant philanthropic support for Wadham's priorities. The postholder will have the opportunity to shape and deliver this high-profile campaign, working collaboratively across the College to inspire participation, engagement and giving.

These duties are a guide to the work that the post holder will initially be required to undertake. They may change from time to time to meet changing circumstances. Normal office hours are 9am to 5pm Monday to Friday. However, the post holder will be expected to work such hours as are reasonably required to carry out their duties to the satisfaction of the Deputy Development Director. Some travel and occasional evening and weekend work will be required.



Key Responsibilities

Fundraising and Stewardship:

- Develop and deliver an integrated annual individual giving programme using direct mail, email, digital channels, telephone fundraising and other donor engagement activity, including the regular Telephone Campaign and annual Giving Day.
- Maintain accurate records of fundraising activity, donor engagement and prospect management within the Development Office database.
- Lead on cultivating the Development office's Nicholas Circle and assist with the development of the Dorothy Circle through a programme of specific asks and stewardship that utilise and build on existing RG campaigns and stewardship touchpoints, to increase revenue year on year. This will include working with alumni 'ambassadors' to develop fundraising strategies, and managing a portfolio of donors and prospects at the 'leadership' giving level.
- Use data analysis and donor insight to identify fundraising opportunities, inform campaign strategy and maximise donor stewardship. Present analysis and recommendations to colleagues, senior leadership and relevant College committees.
- Continue to develop prominent alumni for stewardship events in College and in London; and, with the Access team, create and support alumni groups that foster careers-focused events for students, recent leavers and alumni stewardship opportunities.

General duties:

- Participate in the planning and delivery of alumni communications which may involve newsletter articles, donor reports, social media, email bulletins, information on the website and other communication tools.
- Use database systems to a high level, specifically:
 - Run queries
 - Export data for all fundraising campaigns, particularly student telephone fundraising programmes, Giving Days, Circles Groups and direct mail
 - Plan and execute appropriate materials for different audiences for fundraising campaigns
 - Record progress with individual prospects and report on 'proposals in play'
 - Analyse results from fundraising campaigns.
- Other such duties relating to the work of the Development Office as may be assigned from time to time by the Development Director or Deputy Development Director.
- Show flexibility and a willingness to help colleagues when required, including through attendance at events which may take place on evenings and weekends (time off in lieu will be offered when relevant).

Selection Criteria

Essential

- A good general level of education, ideally at degree standard or equivalent.
- Demonstrable experience of working in a similar role, fundraising environment, or excellent track record in communications and marketing.
- Enthusiasm for raising funds for a high-performing institution that values fair access to education, and the ability to inspire, motivate and enthuse people in relation to this.
- Demonstrable experience of being involved in the smooth running of complex projects involving multiple stakeholders.
- Ability to work under pressure to strict deadlines, multi-tasking and prioritising as necessary.
- Excellent communication skills, including the ability to work productively with alumni, staff, students and visitors. You should be able to understand and communicate appropriately with a variety of stakeholders.
- Excellent written communication skills, including the ability to draft compelling, accurate and engaging copy for a range of audiences.
- Ability to be creative with problem solving and strategic approaches to fundraising and stewardship.
- Good numeracy and data analysis skills.
- Exceptional attention to detail.
- Strong IT skills, including Microsoft Office applications, and confidence using digital communications tools and undertaking basic design or content editing tasks.
- Be able to work on own initiative and as part of a busy team.
- Flexible and hands-on approach towards scheduling and duties, and willingness to work evenings and weekends when required.
- Integrity, reliability and discretion.

Desirable

- Previous experience of working in large institutions in an educational environment e.g. schools, colleges, universities, etc.
- Experience in mass mail solicitation or telephone fundraising.
- Experience in creative writing for a varied audience.
- Experience using relational databases (such as DARS or Raiser's Edge).



Application Process

■ **Applicants are asked to submit a cover letter and CV, including the contact details of two individuals willing to act as referees:**

1. The first referee should be the applicant's current or most recent line manager or Head of Department.
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities.

Applicants should ensure that they outline the reasons for their interest in the cover letter and the qualities they feel would make them particularly suitable for this position. Applications will be judged solely on the basis of how the applicant demonstrates that they meet the selection criteria outlined above.

Applications must be received by **12 noon on 17 August 2026**. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Interviews are scheduled to be held during the week commencing **31 August 2026**.

■ Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

■ Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](https://www.ox.ac.uk/gdpr-framework) This includes a copy of the Privacy Notice for Job Applicants.

■ Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/lod-home.aspx
Free Staff Meals	Staff are entitled to take a free lunch when on duty and the kitchen is open.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) ■ 10% discount in some University shops ■ Free entry to Oxford colleges and libraries which charge for admission ■ Discounted computer software from the University Computing Service ■ Free access to the University Botanical Gardens ■ Discounted membership of the Iffley Road gym and swimming pool.
Access to Wadham Gardens and Leisure Facilities	Staff may use the Fellows Garden at Wadham, gym, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House, which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.
Staff Entertainment	The College arranges social events such as charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and summer family day in the Warden's Garden.
Pension	Opportunity to join the U.S.S. pension scheme. Details are available online at: Universities Superannuation Scheme (USS) Finance Division (ox.ac.uk) General information about university pensions can be found at Statement of Pensions Policy Finance Division (ox.ac.uk)
Travel	The College offers travel schemes and public transport travel discounts to staff. Full details are available from the College.
Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit Home Childcare Services (ox.ac.uk) Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.



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