



University of Oxford Department of Computer Science

## Job description and selection criteria

<b>Job title</b>	Senior Development Executive
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford, with some time to be spent in the central University Development Office
<b>Grade and salary</b>	Grade 8: Salary £38,511 – £45,954 p.a. with a discretionary range up to £50,200
<b>Hours</b>	Full Time (flexible working options will be considered)
<b>Contract type</b>	Fixed term contract for up to 3 years (with possibility of extension)
<b>Vacancy reference</b>	120201

## Introduction

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

[www.ox.ac.uk/staff/about\\_the\\_university/new\\_to\\_the\\_university/structure\\_of\\_university](http://www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university).

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

## **The Mathematical, Physical, and Life Sciences Division (MPLS)**

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4\* outputs, and the highest proportion of 4\* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

## Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4\* (world-leading). Overall, we received an average of 3.34 across the department (3\* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 69 members of academic staff and almost 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present the Department holds over £50m in external research contracts.

Research in the Department is currently managed in seven themes:

- *Programming Languages and Software Engineering* (led by Professor Jeremy Gibbons, and including Professor Jim Davies) works on a wide variety of areas including model-driven development, functional programming, and static analysis;
- *Security* (led by Professor Bill Roscoe) specialises in cybersecurity (Professor Sadie Creese leads a new Cybersecurity Centre), protocol analysis, trusted computing, networking, and human-centred computing;
- *Automated Verification* (led by Professor Marta Kwiatkowska) covers probabilistic and software model checking (Professor Daniel Kroening), time and concurrency (Professor Joel Ouaknine, Professor James Worrell, and Professors Roscoe and Lowe), and hardware (Professor Tom Melham);
- *Computational Biology* (led by Professor David Gavaghan, and including Professors Kevin Burrage, Helen Byrne, and Blanca Rodriguez) is one of the world's leading groups building computational models of biological systems, and is particularly well-known for its work on the heart;
- *Foundations, Logic and Structures*, (leader Professor Samson Abramsky) which includes groups working on quantum information and computation (Professors Samson Abramsky and Bob Coecke), game semantics and verification (Professor Luke Ong), and constraints (Professor Peter Jeavons);
- *Information Systems* (led by Professor Ian Horrocks, and including Professors Michael Benedikt, Nando de Freitas, Boris Motik, Georg Gottlob, and Michael Wooldridge) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics (Professor Stephen Pulman);
- *Algorithms* (led by Professor Leslie Ann Goldberg, and including Professors Paul Goldberg and Elias Koutsoupias) covering computational complexity, algorithmic game theory, and constraint satisfaction.

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

## **Oxford Thinking Campaign**

The University's Development Office helps secure philanthropic support for the University, in partnership with academic and development colleagues throughout the collegiate university. 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 £2bn have already been received.

For further information, please visit: <http://www.campaign.ox.ac.uk>

## **Job description**

### **Overview of the role**

The Department of Computer Science is ambitious and fast growing, with a recently launched alumni network and a growing base of external support. With the appointment of a new Head of Department in 2014, the Department has significantly increased its fundraising activities, and seeks to appoint a Senior Development Executive to lead its activity in this area.

The role of the Senior Development Executive is to identify and cultivate major donors and, working closely with senior colleagues, to secure substantial donations in support of the Department. He or she will have experience and expertise in managing philanthropic relationships with high net worth individuals, charitable organisations, and companies. This is both a proactive and reactive role, requiring tact and sensitivity, initiative and determination. The post-holder will be highly motivated and enthusiastic about the Department and its ambitions.

The Senior Development Executive will play a key part in implementing the Department's campaign strategy to obtain funding for a new Computer Science building and to develop funds to support graduate studies in the department. This is a senior position within the Department, requiring an outstanding fundraising professional with the commitment and ability to meet growing targets in support of the Department's strategic objectives.

The appointee will report to the Head of Department, and will work closely with the Development team for MPLS. He or she will work closely with the Department Administrator, the Academic Administration team (for alumni relations) and the Publicity and Schools Liaison team.

### **Responsibilities/duties**

- To build and manage an extensive portfolio of major gifts prospects, drawn from individuals (both alumni and non alumni), the corporate sector, trusts and foundations, and other bodies from whom funding may be obtained.
- To identify new potential major donors and assess current prospective donors for giving capacity and motivation. To
- To develop close working relationships with prospects and donors to the benefit of the Department of Computer Science, and independently undertake meetings to cultivate and solicit major gifts.

- To encourage prospective donors to consider making a gift to the University and either solicit a specific sum of money (typically between £100,000 and £2m) or support Departmental colleagues or volunteers in this process.
- To implement stewardship strategies for all donors for whom the post holder is primary relationship manager.
- To be able to understand academically complex projects and explain them to non-specialist potential donors. This will involve articulating and publicising priority projects in close collaboration with the Head of Department and senior fundraising personnel in the collegiate University.
- To liaise regularly with colleagues working on alumni and industry relations to maximise potential sources of funding.
- To plan and execute (with support from colleagues within the Department) cultivation opportunities to further engage current major donors and successfully prepare prospects for solicitation.
- To develop effective communications from the Department to potential donors through publications, online media, working closely with the Publicity Officer and PR Assistant.
- To identify, recruit and work with high-level volunteers who can assist with prospect identification and solicitation, and provide guidance and mentoring to outward facing departmental staff as required.
- 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 ensure that a current and accurate record of all development strategy and activity for which the post holder is responsible be maintained on DARS, the collegiate University's database, and provide regular reports to the Department's Development Committee in line with own Development targets.
- To carry out other such functions as from time to time the line manager might require.
- To attend relevant events out of office hours and travel nationally (on average twice per week, often to London), is required.

## **Selection Criteria**

### **Knowledge and Abilities - Essential**

- An excellent general level of education to degree level or equivalent
- Experience of a creative and strategic approach to the cultivation process of successful high level relationships.

- Experience of recruiting, cultivating and stewarding a large portfolio of relationships with wealthy individuals and / or influential contacts.
- Significant and demonstrable experience of raising major funds from a range of high net-worth individuals or corporations
- Knowledge and understanding of the principles and methods of major gift fundraising
- Strong track record of working in a target driven role
- Excellent social skills with a very high level of communication skills, both written and oral. 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.
- Excellent and demonstrable interpersonal skills, and strong personal confidence, with the ability to inspire and enthuse others in the discipline of computer science
- Experience of working with a fundraising database such as the University's database DARS, Raiser's Edge, or a comparable system.
- Capacity to assimilate complex information accurately and rapidly
- Demonstrable understanding of and belief in the importance of philanthropic support for higher education
- Self motivated and driven, with significant experience of managing own workload independently through effective prioritising, organising, planning and scheduling of activities and resources, against plans and objectives.
- Ability to establish and build relationships with people at all levels and from a variety of backgrounds, both internally and externally
- Ability to thrive and work well under pressure whilst remaining aware of detail
- Experience of taking responsibility for own actions and make decisions without referring to others within pre-determined boundaries.
- Ability and propensity to win the confidence of members of an academic community and of high-profile individuals
- Ability to think strategically and tactically, to listen closely, and to translate ideas into action
- Ability to travel and flexibility required to work outside of office hours for events and to attend meetings

### **Desirable**

- Significant involvement in a higher education development campaign
- Understanding of and familiarity with Oxford and the collegiate system

## Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

<https://www.ox.ac.uk/about/jobs/preemploymentscreening/>.

## The University's policy on retirement

The University operates an employer justified retirement age for all academic and related posts (any grade above grade 5), for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/)

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

<http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/>

## Working at the University of Oxford

For further information about working at Oxford, please see:

[www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

## Salary and Benefits

The post, which is a full time appointment, is available for up to 3 years, and has a salary on the University grade 08S scale (currently £38,511 - £45,954 p.a., with a discretionary range up to £50,200). This includes membership of the University Superannuation Scheme (USS) and has an annual leave entitlement of 38 days per year (inclusive of all public holidays and university closed periods).

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe your rationale for applying for the post, and outline your relevant skills, experience and knowledge gained over at least the last 10 years. This may have been 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.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

#### **Information for priority candidates**

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.*

*If you are a priority candidate, please ensure that you:*

- attach your redeployment letter to your application*
- explain in your covering letter how you meet the selection criteria for the post.*

To return to the online application at any stage, please click on the following link  
[www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.