



LINCOLN COLLEGE, OXFORD

FURTHER PARTICULARS: CAMPAIGN OFFICER

Job Title: Campaign Officer

Department: Development Office

Responsible to: Deputy Development Director

Job Purpose: To help to raise philanthropic funds in support of the College's educational and research objectives, with particular responsibility for securing mid-level and major gifts through face-to-face fundraising. To assist in developing fundraising strategies for Lincoln's 600th Anniversary campaign and beyond.

Lincoln College invites applications for the full-time post of Campaign Officer, available from June/July 2025. This is a new post, and the post-holder will be part of a dynamic and creative team, working initially on Lincoln's 600 Campaign, and also on longer-term planning.

This is an exciting time to join the team, as preparations for our 600th anniversary ramp up (the anniversary itself is in 2027-28). Our 600 Campaign is currently on target to exceed £100m, and we have a very engaged and enthusiastic alumni body. The post-holder will be located within the Development Office, in a small, friendly and creative team of seven, who handle the College's well-established development and alumni relations function. Given the nature of the post, we expect the postholder to work remotely for around 2 days a week, in order to visit alumni and potential donors.

Background information on the College and Development Office

Lincoln College was founded in 1427 in the University of Oxford and is a self-governing institution in which the ultimate authority for all decisions rests with the Rector and Fellows. Lincoln has 600 students in residence, of whom around half are graduates. The College is also a popular choice for both undergraduates and graduate applicants to the University. Lincoln College is located on an attractive historic site in the centre of Oxford, with excellent access to university libraries and the university's departments and faculty buildings. More information on the College can be found on its website, www.lincoln.ox.ac.uk.

The Development Office is responsible for the College's alumni relations programme and for fundraising in support of the College's educational and research objectives. The office, which is situated in the heart of the College, consists of the Development Director, who is a Fellow of the College, the Deputy Development Director, who has specific responsibilities for the USA, the 600 Campaign, and major gift fundraising, a Database and Annual Giving Officer, Communications Manager who is responsible for publications and communications, and two Development and Events Administrators (one p/t) who between them are responsible for office and events administration including gift processing. The Development Office reports to the Governing Body of the College.

The 600 Campaign was launched in October 2024, and information about it can be found on our website: <https://lincoln.ox.ac.uk/600>. We see this as an opportunity to build on our successful programmes, to secure the College financially, and to engage alumni in our endeavours. The Development Office offers an opportunity to build on existing skills in fundraising or communications in a supportive and creative environment, and we are looking for someone who will bring energy, ideas and self-motivation.

Job Description: Campaign Officer

Duties and Accountabilities

The principal requirements of the role will be:

- Working alongside the Development Director and Deputy Development Director, build up a portfolio of prospects in the UK, and potentially in Europe, with the capacity to make gifts between £10k and £200k.
- For individuals in this prospect pool, liaise with the Database and Fundraising Officer to understand interests and potential, and formulate an action plan. Ensure that all actions are recorded on the database and provide regular analysis and reports for the Development Committee and Rector's Council.
- Develop relationships with this prospect pool through communications, attendance at events, and visits. The expectation is that on average, two days a week will be spent visiting alumni or attending events.
- Negotiate gift agreements, managing donor and College expectations and priorities; submit draft agreements to the appropriate committee, in accordance with the donations acceptance policy; ensure that reporting requirements are clearly stated.

- Contribute to the work of the Development Office and the College through a strong understanding of the culture, strategic goals and needs of Lincoln College, and the ability to articulate these to alumni. Develop relationships with College Officers, Fellows, staff and student representatives to build this understanding.
- Create and implement stewardship plan for donors within this portfolio, liaising with DD and DDD.
- Ensure that stewardship arrangements for existing projects, such as the TVS Gordon Mooting Prize, and other initiatives connected to previous donations are fully communicated and implemented.
- Maintain professional development in the area of major gift and legacy cultivation and solicitation practice, including standards required by the Charity Commission and Fundraising Regulator.
- Undertake other projects connected to the work of the office, which may include communications, event planning and attendance, and administrative support.

Qualifications and Experience

1. The successful candidate will have:
 - a. At least three years' experience of fundraising or marketing experience, preferably in higher education
 - b. The commitment, drive and determination to set up and undertake successfully regular face-to-face meetings for fundraising purposes
 - c. The ability to represent the College in interactions with senior and high-profile individuals
 - d. Excellent interpersonal, written and verbal communication skills.
 - e. The ability to tailor messaging to various audiences, including alumni, donors, and internal stakeholders.
 - f. Demonstrated ability to manage multiple projects and deadlines.
 - g. Strong organisational skills and attention to detail.
 - h. Excellent computer skills, including the standard Microsoft Office applications (familiarity with Raiser's Edge/DARS or other database applications is desirable);
 - i. A keen interest in and support for the ethos and aims of Lincoln College
 - j. The ability to work with professional and academic colleagues in the cultivation of prospective donors and in the solicitation of gifts
 - k. The ability to manage and develop relationships with volunteers, donors and prospective donors; good listening skills are essential
2. The successful candidate must be:
 - a. Educated to degree level
 - b. Highly motivated and target-driven
 - c. Extremely well-organised and able to work under pressure while maintaining a sharp eye for detail
 - d. Flexible and able to work well in a small team
 - e. Able to use their own initiative and work without supervision

Terms and Conditions

Appointment: The post is to be filled as soon as possible. The appointment will be conditional on verification of the successful candidate's availability for employment in this country. The initial period of appointment is probationary, for six months.

Salary: Equivalent to Grade 7 of the Oxford University Pay Scale: c.£38,674 - £46,913 (depending on experience).

Pension rights: Oxford Staff Pension Scheme (OSPS).

Meals: Free lunch is provided in College when on duty.

Hours of working: 37.5 hours per week.

Annual leave entitlement: The post-holder will be entitled to six weeks' paid leave (pro rata) in each year on the basis of one week at Christmas and the remainder to be taken at such time or times as shall be mutually convenient, and agreed in advance with the Director of Development and Alumni Relations. In addition there may be occasions when the post-holder will be required to work on weekends and evenings to support events, for which days in lieu will be given.

Notice period: During the initial probationary period, notice will be one week on either side. Subsequent to satisfactory review and confirmation in the post the notice period will be one month on either side.

Application process

Please submit the following materials by the closing date of **midday on Wednesday June 4th 2025**.

- A completed on-line Application Form, available from the Lincoln College website including the names and contact details of two referees, **one of whom must be your current or most recent employer.**
- A covering letter, of no more than two pages words, explaining your interest in the post and demonstrating how, by your skills and experience, you meet the requirements of the person specification.
- An up-to-date CV

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This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; to this end, applicants are asked to complete a Recruitment Monitoring Form, which is also available on the website. The information supplied on the form will play NO part in the selection process, and will NOT be seen by any member of the selection panel.

It is hoped that interviews will be held at Lincoln College in the week commencing 9 June 2025

Data Protection. Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at www.lincoln.ox.ac.uk/Privacy-Policy.

Other Information

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role

Lincoln College is an Equal Opportunities 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.

Any enquiries related to these Further Particulars should be directed in the first instance to the Director of Development and Alumni Relations, Susan Harrison:
susan.harrison@lincoln.ox.ac.uk,