



Oxford University
(North American Office)
Major Gifts Officer - Sciences
New York, NY



Oxford University and Development Office Overview

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society 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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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 and we are recognised as leaders in support for social enterprise.

The role of the University's Development Office, including the North American 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. The Chief Development Officer and Director of the Development Office, Liesl Elder, reports to the Pro-Vice-Chancellor for Development and External Affairs.

North American Office Overview

The North American Office was established in New York in 1989 as part of the Campaign for Oxford, the first successful capital campaign conducted by a British university. Through its ongoing programs in fund raising and alumni relations, the North American Office continues to support the University and its Colleges to fulfil their historic mission to provide excellence in research, scholarship, and teaching to the global community. The office acts as a key link between the University and alumni and friends residing in North America, with a strong focus on cultivating relationships through development efforts and events. Within New York sits:

- The Development team works with alumni and friends of the University to facilitate the financial support that underpins the work of colleges, libraries, and departments at Oxford. Our staff works with Oxford leadership at every level from the college to the Central University to ensure continued support of the brightest researchers and students, to see that Oxford continues to build on its reputation as a center of research and knowledge. Our Development team is united in its goal to work with alumni and friends who wish to make gifts to Oxford, whether through cash donations, gifts of stock, pledges or bequests.

- The Events & Alumni Relations team is responsible for all alumni and fundraising events that take place in North America, as well as keeping the alumni network running and vibrant. The Oxford North American Office organizes a wide range of events from lectures and book signings featuring Oxford academics and alumni to holiday receptions, admissions information sessions, freshers send-off parties and networking events. There are over 34,000 alumni living in North America. The Events & Alumni Relations team also oversees the North American Office's internet and social media presence.
- The Finance team is responsible for managing Americans for Oxford, Inc., the University's primary North American fundraising body that seeks gifts to support its colleges, institutions, libraries, museums, and departments. It enables the University to maintain and enhance its tradition as one of the greatest universities in the world. Ensuring this status requires an ongoing commitment from graduates. Tax-deductible gifts (check, wire transfer, online, securities, in-kind) may be made to Americans for Oxford. Americans for Oxford has been determined by the United States Internal Revenue Service to qualify, under Sections 501 (c)(3) and 509(a) of the Internal Revenue Code, as a tax-exempt public charity to which tax-deductible contributions may be made.

For further information please visit: www.oxfordna.org.

Position

Oxford University is seeking a Major Gifts Officer (MGO) to identify, cultivate, and solicit major gifts for the Medical, Non-Medical, and Social Sciences. This individual will be a fully integrated member of the University's fundraising team, responsible for building strong relationships with a portfolio of prospects and donors and representing the University at a high level. The MGO will be responsible for soliciting 3 - 5 major gifts at the six and seven figure level and work in partnership with the Associate Vice President of the North American office to secure 7+ figure benefactions from leading philanthropists, foundations and corporations in the USA and Canada for priorities of the Sciences.

The MGO will work closely with the entire North American Office team (13 colleagues as of Summer 2023, growing to 18 during Fall 2023), senior members of the Development Office, Heads of the academic divisions and GLAM directors, Pro-Vice-Chancellors, Alumni Relations, Departmental and College development staff, senior academic and administrative staff as appropriate. This position will report to the Executive Director of the North American office.

Responsibilities

- Lead fundraising efforts for gifts directed to Medical, Non-Medical, and Social Sciences for Oxford.
- Evolve and solidify campaign fundraising initiatives and plans in support of all Science departments and institutes.
- Work closely with members of the University's Development Team and others in Oxford to prepare collateral documents and proposals.
- Cultivate and expand volunteer networks.
- Collaborate to organize virtual and in-person fundraising engagement opportunities in coordination with Alumni Relations and Events.
- Establish relationships with North American prospects/donors through personal visits as well as virtual interactions.
- Coordinate and arrange North American travel for Oxford academics and leadership.
- Solicit principal gifts from North America-based alumni, friends, corporations, and foundations in support of university's funding priorities.
- Produce fundraising reports and track moves management through the University DARS system.
- Travels to domestic markets and the UK as needed.
- Manage a portfolio of approximately 100 North American prospects.

Qualifications

- Five – seven years' experience of successful fundraising experience, including significant major gifts fundraising experience and proven success in personally securing six and/or seven figure gifts.
- Experience working in higher education, cultural institutions, and complex organizations.
- Experience fundraising for medical, non-medical, and social sciences preferred.
- Self-motivated, professional, organized, and able to work successfully both individually and as part of a trans-Atlantic team.
- Documented record of successfully closing major gifts.
- Ability to learn, understand and convey priorities to prospects.
- Strong proficiency in donor/prospect database experience.
- Excellent writing and communication skills, tact, sensitivity, and mature judgment.
- Strong interpersonal communication skills with high level of attention to detail.
- Ability to work with changing priorities and multiple projects.
- Bachelor's degree required.

Salary and Compensation

Oxford University offers a supportive workplace culture, competitive compensation, and an excellent benefits package. The salary range for this position is \$130,000 to \$150,000 (commensurate with experience). This position will be in-office until the New Year, with the option to be hybrid if approved by the manager.

This position description is based upon material provided by Oxford University Development (North America) Inc., an equal opportunity employer.

To apply for this position, please click [HERE](#).

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