



WYCLIFFE HALL

CAMPAIGN MANAGER

The Context and Opportunities of This Role

Wycliffe Hall is a Permanent Private Hall of the University of Oxford and an Anglican theological college in the evangelical tradition. It is committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 140 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

As Wycliffe embarks on a significant capital-raising campaign to launch to the public in 2026, we are looking to hire an experienced project manager. This is a permanent position, as we seek an individual willing to commit throughout the campaign and beyond. Ideally, a full-time role; there is flexibility, however, to consider a more part-time role for a suitable applicant.

Job Description

Reporting to: The Principal

Duties and Responsibilities

1. Manage the Campaign
 - Set assignments for senior team members related to the campaign.
 - Monitor and manage team performance, ensuring adherence to the campaign schedule and expected results.
 - Collaborate with members of the Executive Campaign Committee (Key Donors) to secure meetings with their assigned prospects.
 - Develop and oversee the communication strategy for the campaign, utilizing newsletters, email, and social media channels.
2. Support the Executive Campaign Committee (ECC) and Campaign Steering Committee (CSC)
 - Prepare monthly reports on campaign gifts and activities at various stages.
 - Project strategies for timeframes related to gifts at these stages.
 - Update all stakeholders on the campaign timetable each month.
 - Work with Campaign Counsel to provide guidance on all aspects of the campaign.
 - Assist the chairs in preparing for meetings, ensuring they are well-organized and time-efficient.
3. Direct Campaign Communications, Marketing, and Prospect Solicitation
 - Support staff and volunteers on the ECC in best practices for donation solicitation.
 - Develop strategies and approaches for engaging top prospects.
 - Oversee the preparation of draft proposals for foundations and corporations.
 - Create gift proposals for all prospects with anticipated gifts of £25,000 or more.
4. Oversee Production of Materials and Recognition Programs
 - Ensure excellent execution of the appreciation process.
 - Include fundraising and recognition events in the planning and execution.
5. Manage the Prospect and Planning Data System

Person Specification

Essential Selection Criteria:

- Education to degree level (or equivalent) with a high level of literacy and numeracy.
- Ability to work independently with minimal supervision, as well as part of a team.
- Strong attention to detail and appreciation for thorough planning before seeing results.
- Excellent interpersonal skills, particularly in communication and in encouraging volunteers, as well as following up with donors.
- Self-motivated and entrepreneurial, demonstrating ownership of their campaign responsibilities.
- Punctual and proficient at kindly keeping others on schedule.
- Fully fluent in the Microsoft Office 365 suite.
- Sympathetic to the vision, mission and values of the Hall

Desirable Selection Criteria:

- Previous involvement with Wycliffe Hall or a demonstrated interest in Wycliffe's mission.
- Experience in higher education, the charitable giving sector, or a similar field.
- Understanding of the key elements of personal giving in both the UK and US contexts.
- Confident in interactions with colleagues in leadership positions at the Hall.
- Capable of creating integrated forms using Formstack.
- Experience using the Mercury Academic financial systems is a plus.

Remuneration and Benefits

Salary: The salary is between £36,000 and £38,000 p.a. (FTE), depending on experience. This post is offered subject to the satisfactory completion of a six-month probationary period and the capability and disciplinary provisions in the employee handbook.

Pension: Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

Working hours: Ideally a full-time role, there is flexibility, however, to consider a more part-time role for a suitable applicant.

Notice Period: The standard notice period is three months.

Holidays: Initially, 25 days per year (FTE), in accordance with the College Holiday Policy, in addition to public holidays, which, if these fall during college term, may need to be taken at an agreed time during vacations.

Place of Work: Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW. There is some flexibility to support appropriate home working although the expectation is that this role requires regular on-site presence.

Meals in College: The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

Application Process

To apply for this post, please send the following:

1. A full CV
2. A cover letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.
3. The names and contact details of two referees

Applications are to arrive by 12 Noon, **Monday, 24th February 2025**. Initial Interviews are likely to take place at Wycliffe Hall on **Monday, 3rd March 2025**. Further interviews may be scheduled as required.

Please send applications to Mona Liu, Wycliffe Hall, 52-54 Banbury Road, OXFORD, OX2 6PW, or vacancies@wycliffe.ox.ac.uk.

This job description is correct at January 2025.