



THE QUEEN'S COLLEGE
UNIVERSITY OF OXFORD



LEGACY GIVING AND STEWARDSHIP OFFICER

This is a full-time permanent appointment at the Queen's College, High Street Oxford OX1 4AW

This role will involve travel around the UK and, possible international travel.

Queen's Scale Grade 7: £37,694 to £46,049 per annum including a discretionary 'Queen's weighting payment of £3,335 per annum

THE DEPARTMENT

Queen's is one of the oldest colleges in the University of Oxford and is prominently situated on Oxford's High Street. The Queen's community comprises approximately 330 undergraduates, 160 graduates, 45 Fellows (academic and senior professional staff) and around 7,000 contactable Old Members. In 2025, Paul Johnson, formerly Director of the Institute for Fiscal Studies, began his tenure as Provost.



Further information on the College can be found on its website at www.queens.ox.ac.uk.

The Old Members' Office was established in 2005 to help the College build strong relationships with its alumni in the UK and around the world. In 2021, the Office was significantly expanded to include dedicated posts for regular giving, legacy/planned giving, and major gifts, reflecting the College's growing philanthropic ambition and success.

The foundation of philanthropy at Queen's includes the Taberdars' Society, which recognises Old Members and Friends who have remembered the College in their wills, alongside the College's Eglesfield and Philippa Benefactors. Queen's currently has over 300 Old Members and Friends who are members of the Taberdars' Society or have indicated an intention to leave a gift in their will to the College. Many are also among the College's 120 Philippa Benefactors or 35 Eglesfield Benefactors.

Through our fundraising work, we continue to welcome new members into each of these important groups every year.

The College is currently in the quiet phase of campaign planning and will be building on the success of its Access All Areas appeal, which has raised over £40 million for student support, access and outreach, and the endowment of academic Fellowships. Significant additional support for these priorities is expected through confirmed and anticipated legacy gifts, alongside a strong pool of prospective new Benefactors.



THE ROLE

ROLE PURPOSE

The Legacy Giving and Stewardship Officer will lead the cultivation, engagement, and stewardship of legacy donors and prospects, while helping to develop a more coordinated approach to high-level donor stewardship across the College.

Over time, the postholder will develop into the College's principal source of practical expertise on legacy giving, advising colleagues and supporters on the ways Old Members and Friends can remember Queen's in their wills. This will require confidence, discretion, patience, and the ability to approach sensitive conversations with clarity and care.

WHY THE ROLE MATTERS

This role occupies an important position within the College's major giving activity, leading a thriving legacy programme while developing a more coordinated approach to donor stewardship: one that recognises generosity, communicates impact, strengthens long-term relationships, and supports future giving.

In undertaking the duties of the role, the postholder will be permitted to host Old Members and guests in the Senior Common Room and at High Table where appropriate.

This role will involve travel around the UK and, where appropriate, possible international travel for events and donor meetings, as agreed with the postholder's line manager.

KEY STAKEHOLDERS

The postholder will also work with colleagues across the College, including the Provost, Bursar, Fellows, and academic staff where appropriate.

Close collaboration with the Bursar and Bursary will be particularly important to ensure that gifts with endowment or spending implications are acceptable to the College, aligned with donors' wishes, and connected wherever possible to Queen's charitable and fundraising priorities.

REPORTING LINE

The Legacy Giving and Stewardship Officer will report to the Deputy Director of Development and will work closely with colleagues across the Old Members' Office to ensure legacy giving and stewardship are fully integrated with wider fundraising and alumni engagement activity.

RESPONSIBILITIES

LEGACY GIVING AND THE TABERDARS' SOCIETY (60% OF THE ROLE)

The postholder will have overall responsibility for the management and growth of the Taberdars' Society and will act as the College's principal contact for current and prospective members. Legacy giving at Queen's is about helping Old Members and Friends make a lasting statement about what the College has meant to them, and what they want it to make possible for future generations.

Through the Taberdars' Society, the College recognises and nurtures these long-term commitments, ensuring that legacy donors remain closely connected to Queen's and understand the enduring impact of their support.

Historically, Queen's has benefitted enormously from legacy and planned gifts. Membership of the Taberdars' Society has grown year-on-year for the past four and a half years, and we are keen to hear from applicants who will bring motivation, creativity, and initiative to stewarding, growing, and involving this important group of friends and donors.

- Developing and delivering a proactive programme of legacy engagement, cultivation and solicitation.
- Personally stewarding Taberdars' Society members and legacy prospects through regular meetings, written correspondence, tailored communications, and appropriate events.
- Meeting regularly with Taberdars' Society members and prospective legacy donors, including UK travel where appropriate, to understand their connection to Queen's and their planned support for the College.
- Taking responsibility for Taberdars' Society events and activities, ensuring these offer meaningful engagement, recognition, and opportunities to remain closely connected to the College.
- Liaising with family members, executors, and solicitors, ensuring prompt, sensitive, and professional communication and supporting the timely administration of legacy gifts in collaboration with the Bursary.

STEWARDSHIP AND CAMPAIGN READINESS (30% OF THE ROLE)

A central part of this role is high-level donor stewardship, including organising the Benefactors' Dinner and developing meaningful engagement for the College's most generous supporters. The postholder will help create a richer and more consistent stewardship experience, using a mix of personal contact, written updates, events, impact stories, academic engagement, and carefully judged recognition.

- Playing a leading role in refreshing major donor and legacy recognition for the College's most significant donors, especially those whose cumulative giving exceeds £1 million.

- Planning and delivering a year-round programme of donor communications and engagement, ensuring supporters receive timely, meaningful updates through a variety of channels.
- Working with colleagues to shape and deliver high-quality stewardship materials, events, and donor experiences, including the Donor Impact Report.
- Developing tailored stewardship plans for major donors and Taberdars' Society members as part of campaign planning.
- Integrating new stewardship levels and recognition opportunities into the wider campaign events and communications strategy.
- Working closely with senior colleagues to ensure stewardship supports cultivation, solicitation, and long-term donor confidence.
- Ensuring that legacy donors are meaningfully included in campaign planning, messaging, events, and recognition.

LEGACY REPORTING AND ADMINISTRATION (10% OF THE ROLE)

- Provide quarterly reports on legacy giving, pipeline development, and Taberdars' Society growth, using the College's CRM (currently DARS).
- Maintain excellent records, including correspondence, meeting notes, donor intentions, pledges, and gift details.
- Serve as the College's first point of contact for legacy enquiries.
- Liaise with executors, solicitors, family members, and internal colleagues to ensure gifts are received, recorded, allocated, and stewarded appropriately.
- Use the College's CRM to manage legacy donors and prospects, track the growth of the Society, record legacy gift details and pipeline values, and identify long-term trends.

The above duties are not shown in order of priority or frequency, nor is the list exhaustive; they are intended to indicate the type and level of duties expected of the postholder.

ABOUT YOU

WE BELIEVE THIS ROLE WOULD PARTICULARLY SUIT SOMEONE WHO

- Brings experience from fundraising, donor relations, alumni engagement, or another relationship-led area of work.
- Has a passion for higher education and understands the transformative role philanthropy — especially legacy giving — can play in securing its future.
- Is motivated by communicating the impact of philanthropic gifts in ways that feel personal, thoughtful, and meaningful to donors.
- Enjoys building trusted, long-term relationships and approaches sensitive conversations with care and professionalism.
- Is curious, reflective, and keen to grow their expertise in legacy giving and donor stewardship.
- Is proactive, well-organised, and able to work both independently and collaboratively.
- Will enjoy working in a small team, helping colleagues feel informed and confident when speaking with donors and prospects about legacy giving.



SUCCESSING IN THE ROLE

Personal confidence, integrity, and good judgement will be essential to success in this role. The successful candidate will be trusted to work with some of the College's most committed supporters and to approach sensitive conversations with discretion and care.

The Old Members' Office places a high value on camaraderie, shared success, and mutual support. The postholder will contribute to this culture by working collaboratively with colleagues, celebrating team achievements, and helping ensure that legacy giving and stewardship remain visible across the College.

The postholder will work with the Deputy Director of Development to establish mutually agreed objectives across key areas of responsibility and to track progress over the course of the financial year.

PERSON SPECIFICATION

SELECTION CRITERIA FOR THE LEGACY GIVING AND STEWARDSHIP OFFICER ROLE

ESSENTIAL

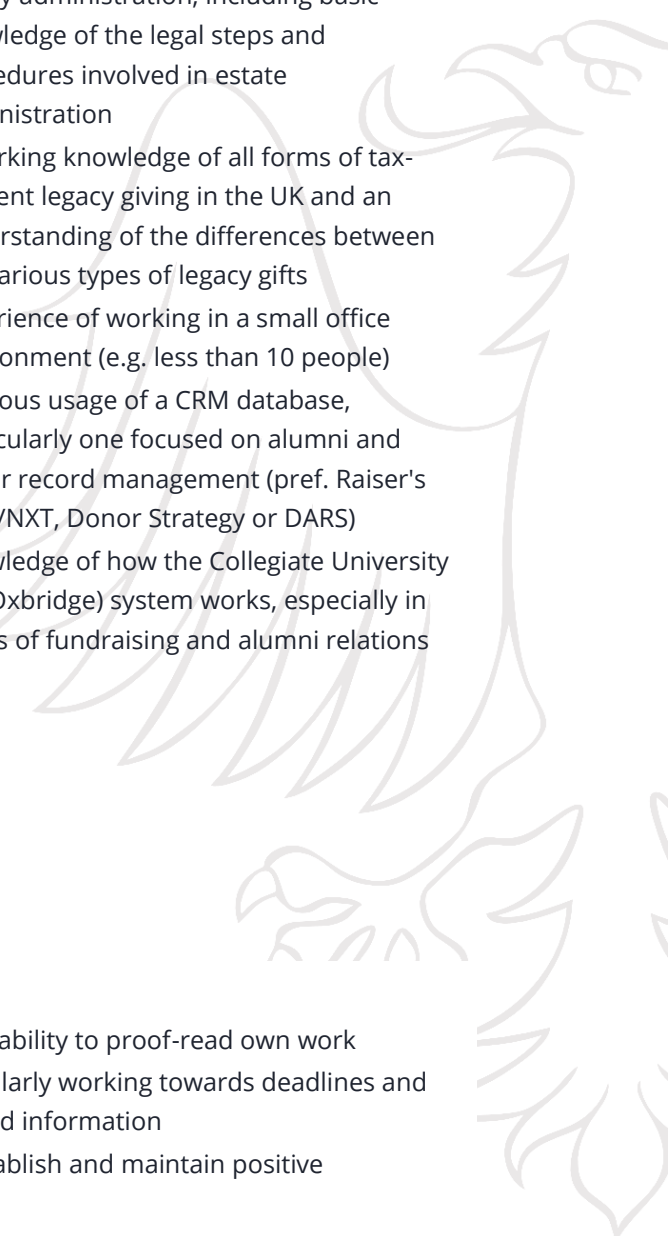
- Educated to degree level or equivalent, or evidence of skill and competence to those required of the post holder (e.g., administrative qualifications)
- Proven fundraising and/or marketing experience and/or event management experience and the capability of representing the College at the highest levels
- Experience of stewarding donors or supporters, including delivering personalised, high-quality stewardship through written reports, impact updates, and events.
- Experience of planning and delivering donor or supporter events, including bespoke or small-scale events designed to recognise and deepen relationships with supporters.
- Up-to-date knowledge of Data Protection Act, GDPR and PECR legislation
- Working experience in at least one of the following areas of fundraising: regular giving, legacy giving and major gift (face-to-face) fundraising and at least one of either donor stewardship or event management

DESIRABLE

- Knowledge of the processes involved in legacy administration, including basic knowledge of the legal steps and procedures involved in estate administration
- A working knowledge of all forms of tax-efficient legacy giving in the UK and an understanding of the differences between the various types of legacy gifts
- Experience of working in a small office environment (e.g. less than 10 people)
- Previous usage of a CRM database, particularly one focused on alumni and donor record management (pref. Raiser's Edge/NXT, Donor Strategy or DARS)
- Knowledge of how the Collegiate University (i.e. Oxbridge) system works, especially in terms of fundraising and alumni relations

ESSENTIAL SKILLS AND ATTRIBUTES

- Excellent written and oral communication skills with the ability to proof-read own work
- Excellent administrative and organisational skills, particularly working towards deadlines and keeping records with sensitive and a high-level of detailed information
- Excellent interpersonal skills, with a proven ability to establish and maintain positive relationships with a wide range of people
- Project management experience
- Ability to set, monitor and adjust targets and manage personal performance accordingly
- Ability to organise and project manage events
- Able to represent the College in a friendly, polite and professional manner to an external audience
- Highly motivated and willing to take initiative
- Well organised with a flexible approach and able to remain calm under pressure



TERMS AND BENEFITS

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

CONTRACT AND WORKING PATTERN

- This is a permanent appointment. There will be an initial probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
- Ideally the appointee should be available to take up the post by 1 October 2026.
- This is a full-time post. The hours required are those reasonably necessary to carry out the duties of the role to the satisfaction of the College. For staff at this level, the notional figure is 37.5 hours, worked over Monday to Friday, normally, between 09:00 am and 5:00 pm Monday to Friday and with an unpaid 30-minute break at lunch.
- The postholder will support the Old Members' Office calendar of events, including occasional work on bank holidays and weekends. We expect the postholder to work a number of events throughout the year, which typically take place on Saturdays.

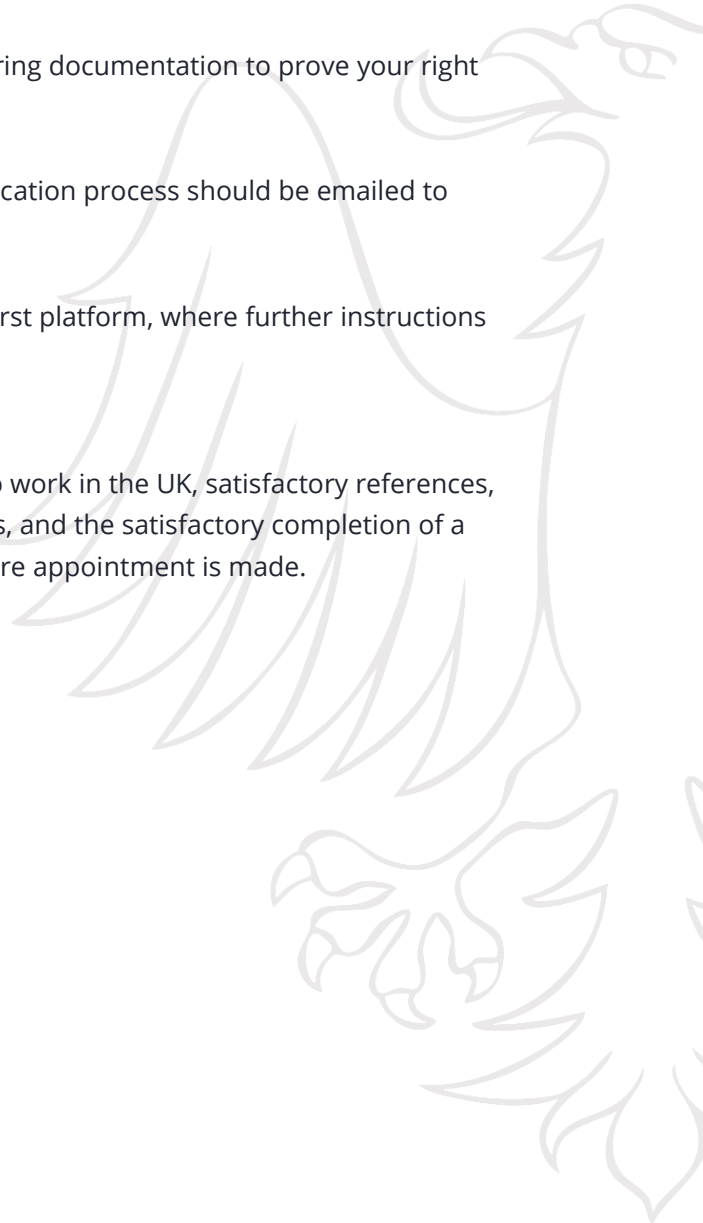
SALARY AND BENEFITS

- Salary: Queen's Scale Grade 7 (£37,694 to £46,049 p.a.) depending on qualifications and experience. In addition to your basic salary the College is currently paying a discretionary 'Queen's weighting payment'. The weighting payment is currently £3,335 per annum for employees on Grade 7, payable in equal monthly instalments.
- Holiday: 38 days' annual leave (pro rata), inclusive of Bank Holidays (1 January to 31 December). Some annual leave is required to be taken during the College's Christmas closure period. An additional day of leave is awarded after 5, 10 and 15 years' service. The College also offers the option to 'buy back' up to 5 days of unused leave each year, subject to policy.
- Pension: contributory defined benefit pension scheme (USS), if qualifying pay criteria reached.
- Occupational sick pay: provided in line with College policy, with entitlement increasing with length of service.
- Time off in lieu (TOIL) / Overtime: TOIL is available for eligible Grade 1-7 roles in line with College policy.
- Flexible working: Option to work from home for up to 20% of weekly hours (where the role allows).
- Additional benefits include: Free meal during working hours; access to the College gym and University Club; discounted travel schemes, including bus, rail and cycle-to-work options (subject to conditions).

HOW TO APPLY

- Closing date – for the receipt of applications is 8 July 2026. Late or incomplete applications will not be accepted.
- Interview date / timeline – Interviews are likely to be held in person on the week commencing 20 July 2026 at the College.
- If you are called to interview you will be asked to bring documentation to prove your right to work in the UK.
- Contact for queries – Any enquiries about the application process should be emailed to HR@queens.ox.ac.uk
- Click 'Apply Online' to be redirected to the PeopleFirst platform, where further instructions on the application process will be available.

The appointment will be subject to proof of the right to work in the UK, satisfactory references, proof of qualifications in line with the job requirements, and the satisfactory completion of a medical questionnaire. Referees will be contacted before appointment is made.





ADDITIONAL INFORMATION

DIVERSITY AND EQUAL OPPORTUNITY AT QUEEN'S COLLEGE

The Queen's College is an equal opportunities employer and a living wage employer.

Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Applications are particularly welcome from underrepresented groups. We are committed to the principles of equal opportunities and respect for individuals in creating and maintaining an inclusive environment that represents a variety of backgrounds, perspectives, and skills. We value and celebrate diversity and feel that is critical to achieving our strategic aims and long-term success. The more inclusive we are, the better our work will be.

The College also shares the university's commitment 'to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.' The university's full policy is available at <https://edu.admin.ox.ac.uk/equality-policy>

The College invites all applicants to familiarise themselves with its equal opportunities policy, available at <https://www.queens.ox.ac.uk/wp-content/uploads/2022/11/Equal-Opportunities-Policy-May-2020.pdf>

DATA PROTECTION

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation 2018.

PRIVACY POLICY

The College Privacy Policy can be viewed here: <https://www.queens.ox.ac.uk/wp-content/uploads/2022/10/Applicants-for-office.pdf>

All data supplied during the application process will be processed and stored in accordance with this policy.