



UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Careers in Development and Alumni Relations



Candidate Information Pack
Head of Development

September 2024

Letter From The Hiring Managers



Dear Prospective Candidate,

Thank you for your interest in the position of Head of Development. We are delighted that you are interested in these incredibly exciting roles.

Development and Alumni Relations is a dynamic and friendly place to work - and now is an exciting time to join the team. Having recently closed our £2 billion 'Dear World, Yours Cambridge' campaign, we're already looking beyond this milestone and investing in the team that will take us on to further success in the future. We are a team that looks to innovate and transform approaches to fundraising, leading the sector and working at the cutting edge of what we do.

We have three vacancies for Head of Development: Cambridge Judge Business School (CJBS), Cancer and Environmental Sustainability.

As the new Head of Development for CJBS, you will have the opportunity to shape the programme from the ground up and create and grow a team that will make a huge impact on the future of the School. CJBS is in the process of hiring a new Dean who will be responsible for shaping the future vision of the School and with whom the successful postholder will work hand in glove.

Responsible for securing philanthropic gifts for a new Cambridge Cancer Research Hospital as well as cancer-specific initiatives, as Head of Development, Cancer, you will have the opportunity to work with world-renowned academics such as Professor Richard Gilbertson, Head of the Department of Oncology and Director of the Cancer Research UK Cambridge Centre, and Professor Rebecca Fitzgerald, Professor of Cancer Prevention at the University of Cambridge and Director of the Li Ka Shing Early Cancer Institute.

Finally, in the role of Head of Development, Environmental Sustainability, you will be responsible for advancing the philanthropic goals of integrating and enhancing the University's interdisciplinary research strengths, capabilities and ambitions, as well securing support for its educational offerings and outreach activities. You will champion philanthropy for the University's climate and sustainability initiatives across the collegiate University, including Cambridge Zero, the Cambridge Conservation Initiative, and the Cambridge Institute for Sustainability Leadership.

If you possess curiosity, strong relationship-building skills, a successful track record in major donor, corporate and/or trusts and foundations fundraising, and are seeking an exciting, flexible, and dynamic work environment, this is the perfect opportunity for you.

Representing some of the most prestigious academic programmes globally, you will have a chance to make a meaningful difference, and we strongly encourage you to apply and to learn more about the opportunity.

Once again, thank you for considering this incredible opportunity and we look forward to the possibility of working together to make a lasting impact.

Best wishes,

Georgina Cannon
Managing Director of Development

Mary Jane Boland
Director of Development,
Cambridge University Health Partners

Gordon Glick
Director of Development,
University Strategic Initiatives



The Positions

Cambridge Judge Business School

The position of Head of Development, Cambridge Judge Business School (CJBS) offers an opportunity to be part of this world-changing institution, and to lead the fundraising strategy and activity for this outstanding hub of business education and research.

Part of the University of Cambridge's School of Technology, Cambridge Judge Business School is in the business of transformation – of individuals, organisations, and society – seeking to leverage the power of academia for real-world impact. CJBS works with students and organisations at a deep level, identifying important problems and questions, challenging and coaching people to find answers, and creating new knowledge. It brings forward the latest thinking from academia and professional practice and applies this combined knowledge to specific business situations to turn it into action. This also enables CJBS to develop greater knowledge and better methods to impact the world in which we live and work.

CJBS believes in encouraging and supporting people to create new products and businesses, pursuing goals for intellectual gain, and contributing to social enterprise, developing knowledge both for its own sake and to help others make a difference.

As Head of Development for CJBS, you will build long-term holistic partnerships with high-level donors and ultimately secure financial support for some of the School's strategic priorities. You will oversee an individual giving programme and work closely with the CJBS Alumni and External Engagement team.

A key expectation is that the Head of Development will generate six and seven-figure philanthropic gifts from individuals (alumni and non-alumni), trusts and foundations, and corporations in the UK and internationally, meaning work outside of office hours and occasional overseas travel may be required.

This role is an excellent opportunity for an entrepreneurial, passionate and innovative individual, with an exceptional track record in major gift fundraising or equivalent commercial experience, looking to have a major impact on a world-renowned institution.





The Positions

Cancer

The position of Head of Development, Cancer is an exciting opportunity for someone who is naturally collaborative, entrepreneurial and innovative, has a strong track record in major gifts fundraising or equivalent experience, and wants to have a major impact on a world-renowned institution.

You will be responsible for developing and implementing the major gifts fundraising and engagement plan for Cancer, building on existing relationships to continue to develop networks and further develop philanthropic opportunities. You will also identify new opportunities and build a sustainable and ambitious fundraising programme.

The Head of Development is expected to generate six- and seven- figure gifts from individuals (alumni and non-alumni), trusts and foundations, and corporations.

The position sits in the Cambridge University Health Partners (CUHP) Team and reports to the Director of Development, CUHP.

The role represents an exciting opportunity to develop a major gifts programme for one of the world's leading and best-known universities working in an area which will have significant impact on one of today's most urgent issues.



The Positions



Environmental Sustainability

Environmental Sustainability initiatives now underway at Cambridge are unprecedented in scale and ambition, commensurate with the enormity and urgency of the global challenges they seek to address. For the University of Cambridge to achieve its ambitious objectives in the domain, it needs to be enabled by philanthropic support from the University's most generous alumni and friends.

In recent years, philanthropic gifts have been secured by the University for a variety of projects related to our changing environment, particularly for Cambridge Zero and the Cambridge Conservation Initiative – two flagship initiatives at the University focused on climate, and on nature and conservation (respectively). The diversity of projects across the University has allowed for an equally diverse series of philanthropic conversations to be pursued. An opportunity now exists to present a more unified, institution-wide approach, supported by the first-ever appointment of a Pro Vice Chancellor for Environmental Sustainability, which can help drive stronger and higher-level philanthropic commitments, drawing on Cambridge's particular strengths.

The role of Head of Development, Environmental Sustainability is aligned to the University Strategic Initiatives team, contributing to the design and delivery of the University's major gifts fundraising strategy. The newly created position will work closely with the Development & Alumni Relations Leadership, as well as with leaders across Collegiate Cambridge, to further the strategic aims of Environmental Sustainability at Cambridge.

The Head of Development will manage complex relationships and priorities across a matrix of organisations and departments, demanding diplomacy, problem solving skills and strategic thinking in order to ensure effective delivery of fundraising and partnership objectives that support the strategic priorities of the University. The role is potentially a career defining opportunity for someone who is entrepreneurial, passionate and innovative, has an exceptional track record in major gift fundraising or equivalent commercial experience, and is looking to have a significant impact – at a truly world-leading institution – on one of the greatest challenges of our time.





About Development

We are a friendly, engaging and energetic Development and Alumni Relations team who work hard to deliver on the University of Cambridge's significant potential. Although the name and reputation of Cambridge are known worldwide, you will find it a down-to-earth and welcoming place to work where your experience will be recognised and valued.

For more than 800 years, the University of Cambridge has championed brilliant minds, facilitated collaboration, and encouraged the development of world-changing ideas that have given birth to breakthroughs across virtually every academic discipline.

These advances are made possible in large part through Cambridge's history of commitment to success in fundraising. Philanthropy has long been key to enabling the collegiate University to meet its mission of contributing to society through the pursuit of education, learning and research at the highest international levels – and, as funding for higher education grows more and more challenging, philanthropy has never been more important than it is today.

To meet and grow our aspirations, the University has continued to invest in Development & Alumni Relations. This commitment allows us to lead our sector in innovating and transforming our approaches to fundraising.



The Development and Alumni Relations Office

The University of Cambridge Development and Alumni Relations office is responsible for fundraising and alumni and supporter engagement.

We raise major philanthropic gifts from alumni and non-alumni sources, encourage lifelong relationships between the University, its alumni and supporters, and ensure that the worldwide community of more than 320,000+ alumni is informed about developments within the University and equipped to be effective ambassadors and advocates.

Cambridge in America (CAm) is the fundraising and alumni and supporter engagement arm for Collegiate Cambridge in the most developed philanthropic market globally, the United States of America.

[Find out more about CAm.](#)

The Development and Alumni Relations office and CAm work with each other and their advancement counterparts in the 31 Colleges to maximise the philanthropic opportunities for the Collegiate University.

[Read more about Cambridge University and its structure.](#)

Our campaign

It's an exciting time to join our team as we build on our successfully concluded "Dear World, Yours Cambridge" fundraising campaign. The momentum created by the campaign is unique and we are investing now in the team that will build on our success and take us into the future.

[Read more about the campaign's impact](#)

About us

With more than 140 staff members, Development and Alumni Relations is a lively, collaborative and stimulating place to work. We enjoy each other's company and make time to have fun, whether with baking competitions, book clubs or fundraising for local Cambridge charities - to name just a few.

We understand that our success is assured when we work collaboratively. We come from many different backgrounds and nationalities, and we know the positive contribution that difference, diversity, and mutual understanding bring to our workforce.

We are proud of our Major Gift Officer Learning Series – a bespoke fundraising curriculum based on research-driven best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

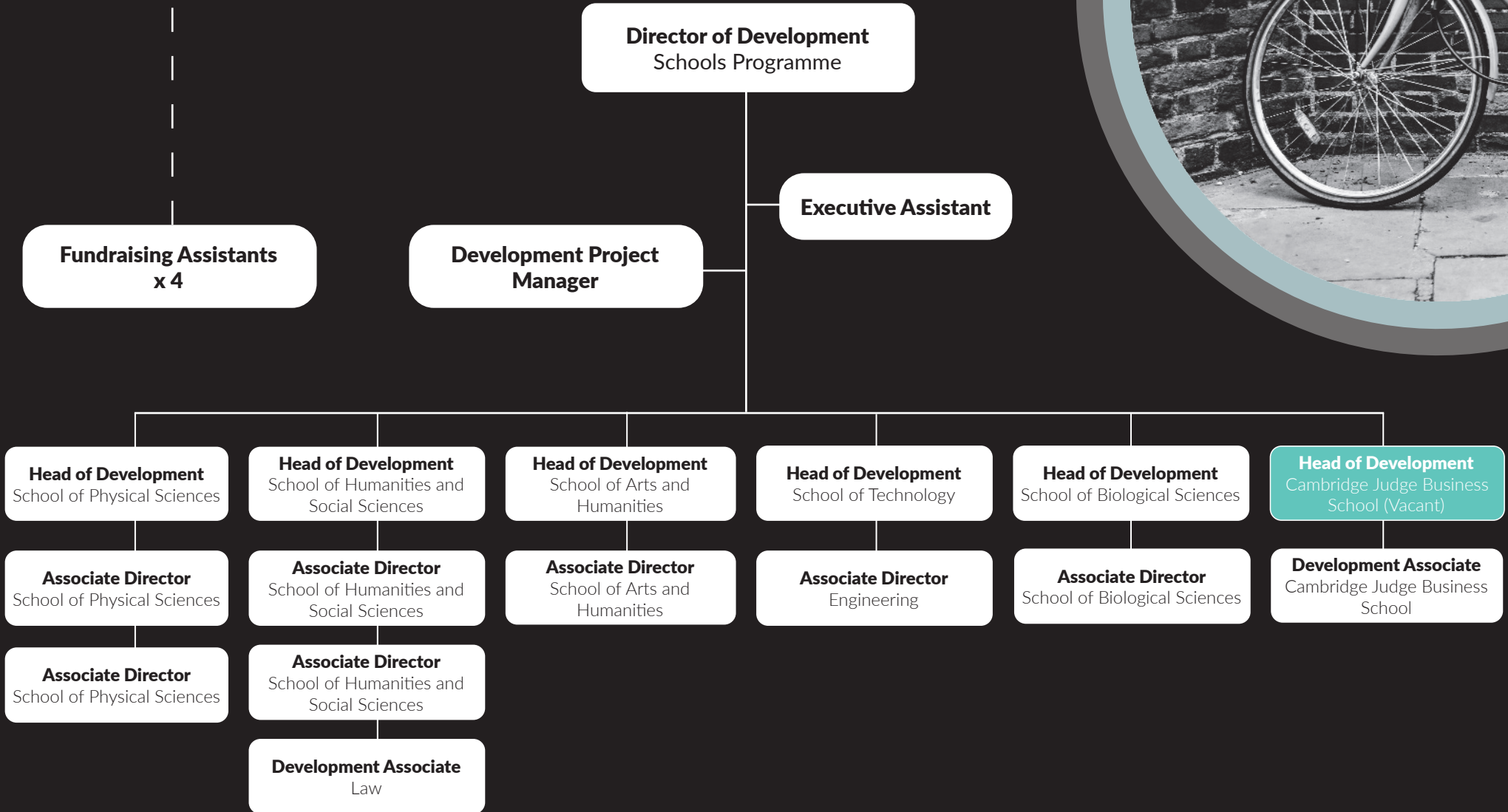
[Find out more about us.](#)

We strive to be values-driven and our Peer Recognition Initiative recognises individual members of staff each month who have demonstrated one or more of our five Values - Collaboration, Accountability, Respect, Passion and Excellence.

[Read more about our mission, vision and values.](#)

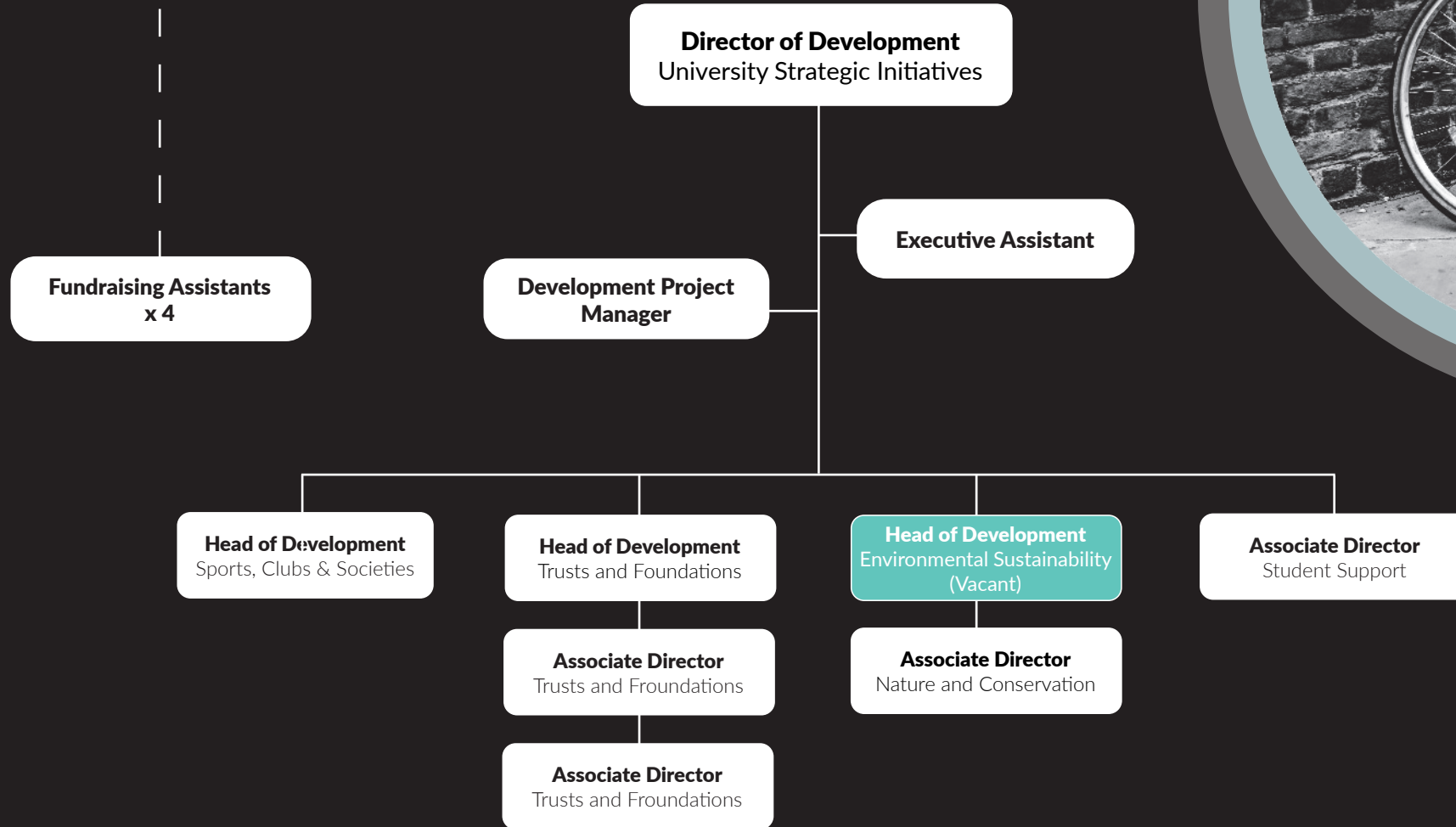
Organisational Chart

Cambridge University - Schools Programme



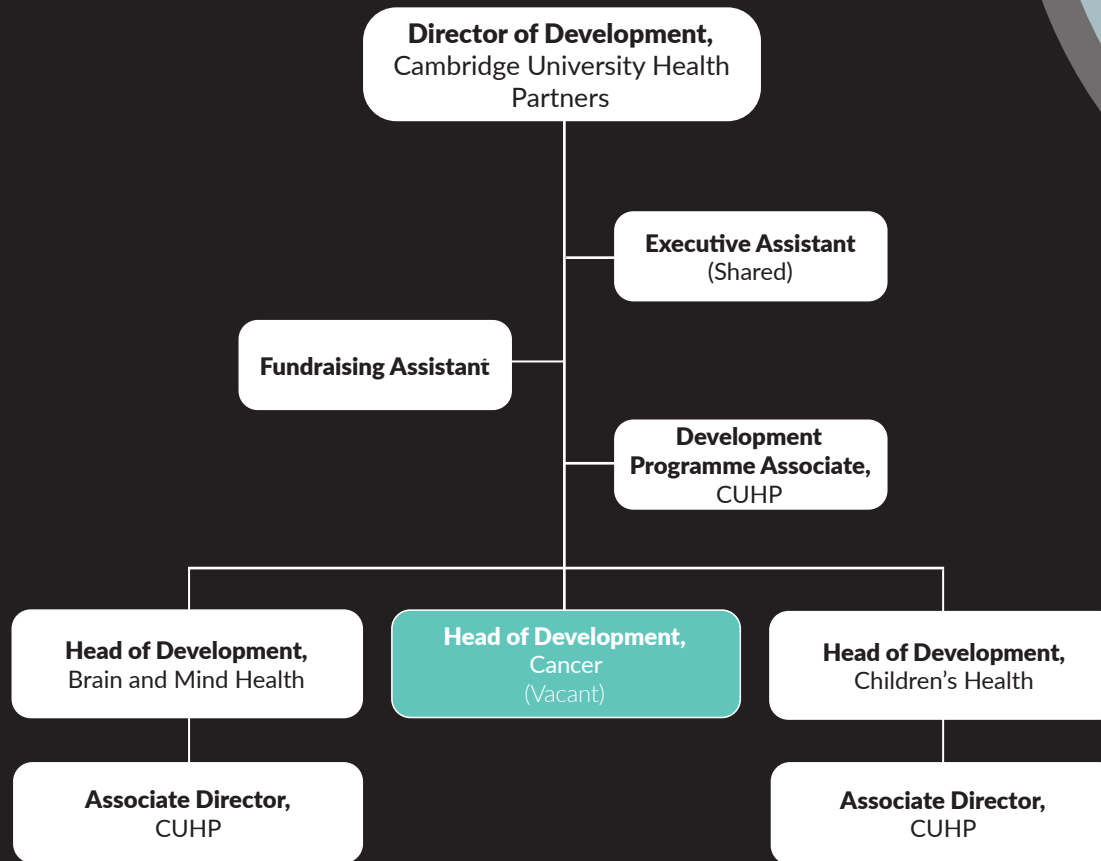
Organisational Chart

Cambridge University - University Strategic Initiatives



Organisational Chart

Cambridge University - Cambridge University Health Partners



Job Description

Key Duties and Responsibilities



Developing and Implementing Strategy

- Develop strategy and operational plans to optimise giving at Cambridge, including the involvement of academics, non-school institutional heads and university leaders, as well as Development and Alumni Relations colleagues.
- Work with the Director of Development and senior academics, as well as the appropriate Development and Alumni Relations colleagues, to develop, refine and articulate prioritised fundraising needs. Monitor these over time to ensure they continue to reflect academic priorities.
- Work with Communications colleagues to develop appropriate strategic support documents for priority projects and opportunities for dissemination to potential donors.
- Provide guidance to Development & Alumni Relations colleagues, academic and university leaders about fundraising priorities that are likely to find support from donor constituencies.
- Coordinate with colleagues across collegiate Cambridge to ensure joined up fundraising, developing effective relationships across collegiate Cambridge to manage and coordinate approaches to prospective donors to avoid conflicts, and to promote Cambridge's interests.

Cultivation of Major Gift Prospects

- Work with the Prospect Information and Analysis team on lead generation to identify prospects with whom the university will aim to develop significant philanthropic relationships.
- Build and manage relationships, on behalf of the University, with between 75 and 150 potential major donors (i.e. organisations or individuals capable of making gifts between £100,000 and £5 million).
- Through conversations with academics, donors and volunteers, and by means of individual research, identify new potential donors with philanthropic interest in Cambridge to add to the prospect pool.
- Make personal donor visits, participate in events, and communicate with prospective donors with a view to assessing their philanthropic interest in collegiate Cambridge.
- Refer qualified prospects whose interests lie elsewhere to colleagues within Development & Alumni Relations and the broader Cambridge community.
- Working with colleagues in the Events Team, devise and oversee strategic cultivation events involving academic and institutional leaders and prospective donors to motivate greater involvement and to increase the likelihood of major gifts for university priorities.
- With colleagues from other development and alumni relations teams, support academic colleagues in their communications and development work with alumni, in support of the key priorities.

Job Description

Key Duties and Responsibilities



Gift Solicitation and Settlement

- Solicit and secure major philanthropic gifts from individuals, trusts and foundations and/or corporates to meet the university's prioritised funding needs.
- Through in-person solicitation, and/or by means of written proposals, produced in collaboration with Philanthropic Communications, make major gift solicitations in-line with agreed metrics.
- Participate in events and communicate with prospective donors with a view to assessing their philanthropic interest in Collegiate Cambridge in general and articulated CJBS fundraising priorities in particular.
- Working in partnership with academic and Settlement colleagues, ensure gift closure and satisfactory settlement and recording of major gifts and commitments.
- In collaboration with Development and Alumni Relations and academic colleagues, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.

Stewardship

- Rooted in the principle that existing donors are the best future prospective donors, work closely with University leaders and colleagues in the Stewardship Team to develop and oversee implementation of effective stewardship plans.
- Ensure that effective stewardship also motivates prospective donors and enhances the university's overall reputation as a worthy and effective recipient of philanthropy.



Job Description

Key Duties and Responsibilities



Management

- Develop and strengthen the understanding of major gifts fundraising amongst academic leadership and champions by means of workshops, seminars, and one-to-one conversation and training, with the objective of ensuring that these people can lead or contribute effectively to fundraising efforts to maximise effectiveness and impact.
- Manage the fundraising activity of one or more major gifts fundraisers and assistants if the role requires it.
- Carry out training of Development and Alumni Relations or College development colleagues as needed.
- Manage volunteer relationships, including with any volunteer bodies created to support cancer fundraising priorities.
- Ensure that fundraising data relating to major gift fundraising is collected, organised and managed effectively and according to the policies and protocols of the University. This includes conscientious and timely updating of the alumni and donor database.
- Act as a role model to other team members, supporting a motivational environment where people are challenged, developed, encouraged and supported to achieve outstanding results.
- Influence senior internal stakeholders, leadership volunteers, and potential donors.
- Work collaboratively across the development and alumni relations office fostering coordinated team work and support between functional teams to ensure deliverables relevant to fundraising priorities.
- Lead and manage the development function in relation to assigned Department and to ensure coordination with the Development Office support teams.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility within the team.
- Work collaboratively across the development and alumni relations office fostering coordinated team work and support between functional teams: e.g. work with the Prospect Management team to ensure effectiveness of pipeline management..



Person Specification



Education and qualifications

- Significant high-value fundraising experience.
- Successful line management and team development experience.

Relevant experience

- Proven track record in new business development (major gift fundraising) from individuals, corporates, trusts and foundations and/or high net-worth individuals.
- Significant experience of the stewardship of key relationships with high net-worth individuals.
- Proven track record working with academic leaders (or leaders from the charitable or commercial sectors).
- Demonstrable capacity to analyse, think critically and strategically, both to promote innovation and resolve problems.
- Track record of operating at a senior level with multiple stakeholders.
- Experience working in higher education or the not-for-profit sector.
- Experience in effective staff management.
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.

Additional Requirements

- The ability to engage and identify with the ethos and objectives of the Department for excellence in research and teaching across disciplines.
- To have the gravitas required to command respect among senior stakeholders across collegiate Cambridge, within the Development office, and among volunteers, donors and potential donors to collegiate Cambridge.
- To understand and be able to work within the politics and protocols of university life at a senior level.
- To be comfortable working with and contributing to online donor and relationship management databases.
- To possess a strong natural desire to be actively engaging with donors and potential donors to collegiate Cambridge.
- Willingness to occasionally work outside of regular hours and to travel (as required).

Terms and Conditions



Location

1 Quayside Bridge Street
Cambridge CB5 8AB

We practise a hybrid working model and the successful candidate will be expected to be in the office for a minimum of two days a week.

This role will be granted the opportunity to work from home regularly but must be able to commute to Cambridge University on a flexible weekly schedule based upon business needs. This schedule is based on agreed upon guidelines of the department of work. Cambridge University Development and Alumni Relations reserves the right to change remote work status with notice to employees.

Salary

Grade 10, £61,198 - £64,914 per annum
New staff will be appointed at the lower end of the salary band. The salary scale has been shown to indicate future salary progression to the top of Grade 10.

Hours of work

37 hours per week

Length of appointment

Cancer - 5 year fixed term contract
Environmental Sustainability - Permanent
CJBS - 5 year fixed term contract

Probation period

9 months

Annual leave

33 days plus Bank Holidays, but including fixed periods at Christmas when the Department/office is closed. The period for calculating entitlement to annual leave in any particular year is the academic year: that is, 1 October to 30 September.

Pension eligibility

Universities Superannuation Scheme (USS) Pension scheme details are available on the University web pages. [Found out more about USS.](#)

It is a legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme. [Read more about the automatic enrolment.](#)

Retirement age

The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff BUT for established academic and academic-related staff, the University operates a retirement age which is at the end of the academic year in which the University officer reaches the age of 69.

Pre-employment checks

The University has a legal responsibility to ensure that you have the right to work in the UK. If you do not have the right to work in the UK already, any offer of employment made to you will be conditional upon you gaining it. [Read more on our Right to Work checks.](#)



Equality & Diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network.

[Read more about equality and diversity here](#)

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

[More information for disabled applicants is available.](#)

You are encouraged to declare any disability that you may have, and any reasonable adjustments that you may require, when applying for the role. This will enable the University to accommodate your needs throughout the process as required. Applicants and employees may, however, declare a disability at any time.



How to Apply



To apply for this vacancy, please visit the University's job opportunities page. [Apply for this role and read more.](#)

There you will need to click 'Apply Online' and register an account with the University's web to upload your CV and cover letter on to our recruitment system.

The closing date for this position is **22nd September 2024.**

First round interviews for this position are anticipated to take place on the **3rd and 4th of October.**

Second round interviews for this position are anticipated to take place in the **week commencing the 7th of October 2024.**

We are conducting a unified recruitment process for these three roles, allowing us to identify the best candidates for each position based on their skills, experience, and passions.

The first round of interviews will focus on understanding each candidate's overall fit and strengths. During this phase, we will assess how your background aligns with our goals and determine which of the three roles - Cancer, Environmental Sustainability, or Cambridge Judge Business School - best matches your expertise.

Selected candidates from the initial round will then participate in a second round of interviews. These interviews will be with specific stakeholders and teams for each respective role, allowing for a deeper dive into the unique responsibilities and strategic objectives of each position.

If you have a preference for a specific role, please let us know in your cover letter.

Please contact us on **DARTalentManagement@admin.cam.ac.uk** if you have any queries about these positions.

