



# Careers in Development and Alumni Relations



## Candidate Information Pack

Development Programme Associate,  
Cambridge University Health Partners  
(Maternity Cover)

November 2024

# Letter From Mary Jane Boland



## Dear Prospective Candidate,

**Thank you for your interest in the position of Development Programme Associate, Cambridge University Health Partners. I am delighted that you are interested in this important role.**

I joined the University of Cambridge in 2021 and am excited to be recruiting this critical role. You will be working with the Cambridge University Health Partners (CUHP) team on a range of life-changing projects to help transform healthcare locally, nationally and globally. In the recent Research Excellence Framework, the School of Clinical Medicine was rated number 1 in the UK, and through our superb people and extensive collaborations, we are at the forefront of the most impactful and emerging research and treatments.

The CUHP Development Programme Associate has a wide variety of responsibilities, including working with the team on key projects such as the Cambridge Children's Hospital and the Cambridge Cancer Research Hospital. The University is also world-renowned for its neuroscience and stem cell research so every day will be different and requires great writing skills, excellent problem solving and a can-do attitude.

Development and Alumni Relations is a dynamic and friendly place to work – and it is an exciting time to join our team. We recently closed our £2 billion Dear World, Yours Cambridge campaign – our most ambitious target to date. But we are already looking beyond this milestone and investing in the team that will take us beyond this campaign to help us deliver transformational projects and initiatives.

We are a hard-working, friendly team that works collaboratively with internal and external stakeholders. If you are passionate about making a difference and enjoy managing a variety of diverse projects, if what we're doing here inspires you, if our sense of ambition appeals to you, then please apply. I look forward to hearing from you.

Best wishes,

**Mary Jane Boland**  
**Director of Development**  
**Cambridge University Health Partners**

# The Position



Cambridge University Development and Alumni Relations is the fundraising and alumni engagement arm of the University. With a mission to secure major donations, build lasting relationships, and keep our extensive alumni network connected, we play a crucial role in advancing the University's goals.

The Development Programme Associate is a key member of the Cambridge University Health Partners (CUHP) fundraising team, providing operational, project and content development support to the CUHP Director of Development and the wider team.

This position will manage a variety of diverse projects within the CUHP portfolio as they relate to the delivery of fundraising priorities for the School of Clinical Medicine.

The role holder will manage content and communications relating to CUHP projects, including drafting documents (proposals, cases for support, briefings and complex correspondence), manage the production of relevant collateral, and interfacing with and providing information to a broad range of internal and external stakeholders.

Your impact will be significant, directly contributing to our fundraising and alumni engagement goals. By managing projects efficiently, communicating clearly, and fostering collaboration, you'll be integral to advancing the University's mission. This is an exciting opportunity for someone passionate about project management, communications, and the positive impact of philanthropy in higher education.



# About Development and Alumni Relations



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.

The University continues to invest significantly in Development and Alumni Relations, recognising philanthropy as a fundamental pillar of our long-term success. As highlighted in the [Vice-Chancellor's annual address](#), philanthropy is not just a support function - it is embedded in the University's core strategy, shaping critical decisions and driving transformative initiatives, such as student support. This commitment positions us to lead the sector in innovative and forward-thinking approaches to fundraising, ensuring we continue to make a lasting impact on education and research.



# 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.

With plans underway for our next major fundraising campaign, set to launch in two years, you'll have the opportunity to work on innovative joint

gift opportunities and initiatives, particularly in education and student support.

By collaborating closely with our Colleges, you'll help shape a campaign that makes a lasting impact on our students and the University community.

[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.

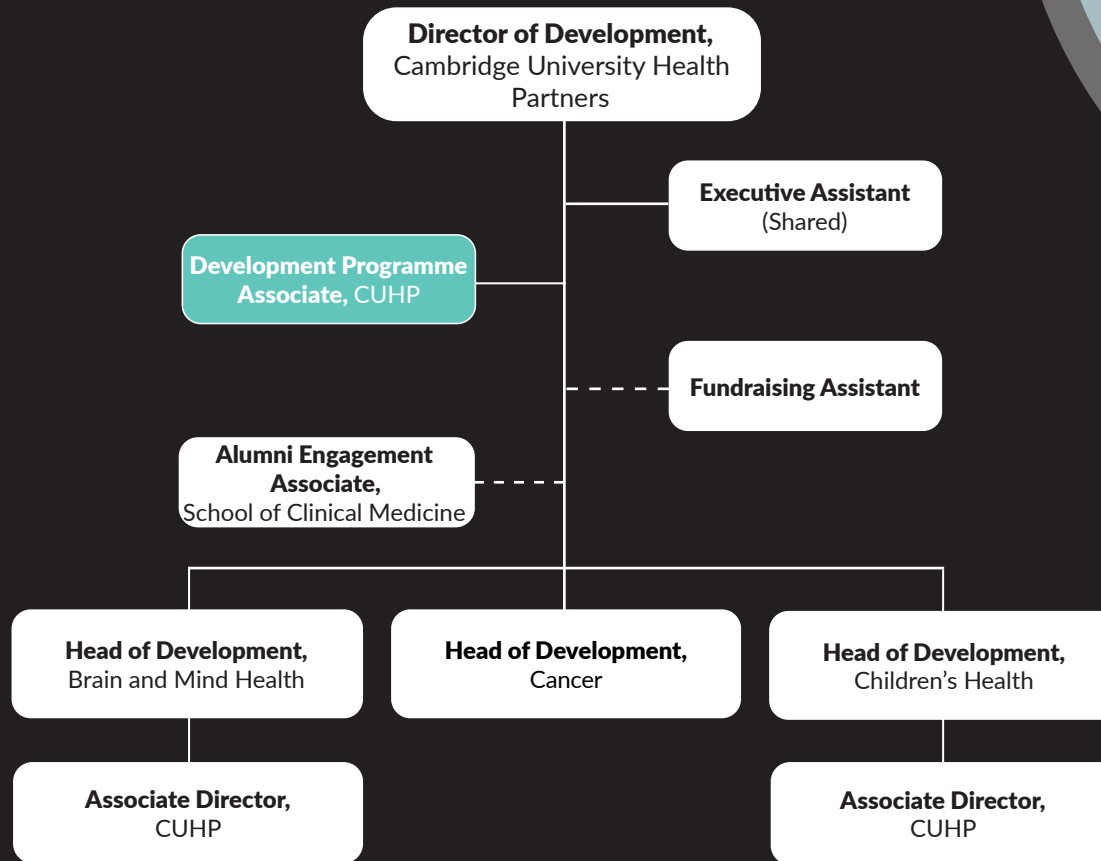
We are proud of our Major Gift Officer Learning Series - a bespoke fundraising curriculum based on research-driven best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

[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.

# Organisational Chart

## Cambridge University - Cambridge University Health Partners



# Job Description

## Key Duties and Responsibilities



### Project Management

- Provide a wide range of project management support to the CUHP Director of Development and her team.
- Provide overall coordination and support for multiple projects related to CUHP fundraising priorities. Representative projects would include but would not be limited to:
  - Supporting and coordinating the delivery of fundraising plans for campaign priorities with emphasis on plans associated with new facilities, especially related to capital projects and principal gifts.
  - Drafting of materials for internal business and reporting purposes.
  - Coordinating the creation and delivery of CUHP fundraising collateral and other materials.
- Support the Director of Development CUHP with analysis of all activities to be included in the project plan, liaising with other senior stakeholders. Organise and attend fundraising strategy sessions and attend high-level internal meetings with senior stakeholders as required.
- Based on knowledge of projects and project milestones, determine requirements for each project, develop task lists and recommend appropriate task deadlines to ensure completion.
- Provide data, insight and information that informs decision making. Ensure that agreements and actions are documented, included in the project plan activities and communicated to relevant parties.
- Build, maintain and manage a project plan that will track progress-to-goal, project deliverables and milestones ensuring coordination of all projects. Update and maintain schedule to ensure project optimisation.
- Manage the strategic planning of targeted initiatives in support of CUHP development priorities.
- Monitor progress and identify critical activities and review forecasts with progress achieved to date. Identify and manage project risks and issues.
- Utilise resourceful and creative thinking to prioritise action items, reviewing reports and proposals and synthesising key points to review with CUHP leadership and fundraisers.



# Job Description

## Key Duties and Responsibilities



### Research and Data Support

- Assist in the preparation of monthly and ad hoc reports, data analyses and presentations.
- Create or enhance the visual aspects of reports and presentation materials.
- Perform independent research and prepare information for special projects, creating complex documents and spreadsheets.
- Prepare written reports and slides and brief the Director of Development CUHP and CUHP fundraisers for presentations relating to projects.

### Communications

- Gather information, conduct basic analysis of data and create or enhance the visual aspects of project documentation and presentation materials.
- Responsible for working and acting as a source of communication for internal and external constituents in relation to specific projects, on behalf of the CUHP team.
- Prepare materials and relevant collateral to support projects.
- Manage internal and external communications as they relate to strategy and tactical development with an emphasis on transparency and generative interaction.
- Facilitate internal conversations across the School of Clinical Medicine and its charity and clinical partners in CUHP as it relates to the coordination of CUHP projects.

### Additional Support

- Work with the Executive Assistant and Fundraising Assistant when needed, to organise individual donor visits to the University and Biomedical Campus, including programme, briefing for senior internal stakeholders and visit logistics, as they relate to CUHP projects.
- Deliver ad-hoc projects for the CUHP fundraisers as required.





# Person Specification



## Education and qualifications

- Educated to degree level/or equivalent level of experience in communications, fundraising or a related field.

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## Relevant experience

- Significant project management experience and coordinating multiple projects at the same time in a complex and fast-paced environment.
- Thorough understanding, interest and empathy for academic affairs and culture and the workings of the University.
- Experience of working in a team environment.
- Wide-ranging knowledge of complex, professional communication avenues, including experience of proposal writing (or the development of comparable complex, externally facing documents) and developing other internal and externally-facing forms of communication and information, such as briefings, letters and concept notes.
- Proficiency in using graphic software, e.g. InDesign and the Adobe Suite.



# Person Specification



## Specialist knowledge and skills

- Excellent writing, editing and communication skills.
- Professional demeanour that will engender respect from the variety of stakeholders with whom he/she will have contact, including the Head of School, senior academic and clinical staff, development office colleagues.
- Able to juggle/distil streams of information from many sources into clear and concise briefings for consideration by senior staff/fundraisers.
- Confident and proactive with the ability to work using own initiative and judgement.
- Excellent interpersonal skills and ability to deal with all levels of people at every level and to be able to delegate tasks effectively.
- Good working knowledge of Microsoft Office (including MS Word, Excel, Access, and PowerPoint).
- Understanding of the confidential nature of information and deal with that information in a discreet and professional manner.
- Ability to multitask and progress a variety of key tasks in parallel, monitor progress, judging when to chase progress as necessary.

## Additional Requirements

- Able to organise own work, problem solve, and respond effectively to changing and conflicting priorities.
- Ability to work with and contribute to/support the work of several individuals, often under pressure to meet deadlines.
- Collaborative, can-do attitude in enabling the successful work of the team.
- Exceptional attention to detail and highly creative approach.



# 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 7, £33,966- £44,263 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 7.

## Hours of work

There are no conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your line manager.

## Length of appointment

12 month fixed-term

## 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.](#)

# University of Cambridge



## Equality, Diversity & Inclusion

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.

## Sustainability

The University of Cambridge is at the forefront of addressing global environmental challenges through its ambitious Environmental Sustainability Vision. We are committed to making a positive impact through outstanding environmental performance, aiming to reduce our carbon emissions by 34% by 2020 and aspiring to be carbon neutral from energy use by 2050.

Our comprehensive strategy encompasses energy and water conservation, waste reduction, sustainable procurement, and biodiversity protection. The University not only implements these practices across its operations but also integrates sustainability into its world-class research and teaching.

As a member of our community, you will have the opportunity to contribute to and benefit from our multifaceted approach to sustainability. From participating in our award-winning Green Impact program to utilising our Living Laboratory for Sustainability, you will be part of an institution that values innovation in environmental stewardship. Our commitment extends beyond our campus, as we collaborate with local, national, and international partners to drive positive change. Read more on [Environmental Sustainability Vision, Policy and Strategy.](#)



# 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 recruitment system to submit your CV and cover letter.

The closing date for this position is **the 20th of November 2024.**

Interviews for this position are anticipated to take place on the **26th and 27th of November.**

We will also be asking candidates to complete a task for us prior to their interview.

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

