



Careers in Development and Alumni Relations



Candidate Information Pack
Senior Development Research
and Due Diligence Specialist

February 2025

Letter From Natalie Burles



Dear Prospective Candidate,

Thank you for your interest in the Senior Development Research and Due Diligence Specialist position.

This role is an exciting opportunity for an excellent researcher with fantastic organisational skills to make their mark, supporting a large and dynamic fundraising operation. Working closely with me and the existing Senior Development Research and Due Diligence Specialist, the role holder will have the opportunity to lead projects, develop processes, support and guide the wider team, and advise and support senior stakeholders across the University. Our work bookends the philanthropic process, from identifying great prospects to kick off the fundraising process, to producing analysis and giving advice on due diligence issues to support gift acceptance at the end. As a result, leading, guiding and continually improving our work is critical to supporting fundraising success. If all this sounds exciting to you and you're keen to get stuck in, you might be the right candidate to join us.

Our mission at Cambridge is to support academic and teaching excellence, and at Development and Alumni Relations we aim to reflect that excellence in our own work, supporting growth and taking innovative approaches. I have worked in the Development Research and Due Diligence team for seven years, including in the role you are reading about right now and, to me, Cambridge has been a place to grow, to build skills, experiment and create. It is a place which has ancient traditions and established values, but which also always strives to self-reflect, think differently, and develop.

You will join an exciting, challenging, and rewarding workplace. This is an environment for a research expert who is keen to stretch themselves, relishes a challenge and wants to learn from others. It is a fantastic opportunity to work for a world-leading University and help us build transformational programmes and partnerships. Perhaps most importantly, we want you to help us reach the next level!

If you are a specialist in development research and/or due diligence; if you are entrepreneurial, and passionate, or if what we're doing here inspires you, please apply.

Looking forward to hearing from you!

Best wishes,

Natalie Burles
**Development Research and Due Diligence
Manager**

The Position



The Senior Development Research and Due Diligence Specialist will oversee the work of the team, while conducting development research and due diligence to an exceptional standard, with the dual aim of maximising fundraising activity, and protecting the University's reputation from potential risks linked to inappropriate donors. They will do this by:

- Providing specialist expertise and knowledge to support the University's research and due diligence functions.
- Serving as a key advisor, applying their expertise to inform and shape strategies related to fundraising and stakeholder engagement.
- Undertaking and supporting high-quality research to facilitate decisions about fundraising activities at a senior level, including support for the Committee on Benefactors and External and Legal Affairs (CBELA), chaired by the Vice-Chancellor.

The Senior Development Research and Due Diligence Specialist is integral to maintaining and enhancing the quality of the team's overall output, leading projects, collaborating with other teams, and delivering feedback on work. This ensures the efficient and high-quality delivery of products and services, which align with stakeholder requirements. The role also involves the coordination of the team's workload allocation, oversight of the submission of regular due diligence paperwork to CBELA, and liaising with the CBELA Secretariat.

The role holder supports the Development Research and Due Diligence Manager in reviewing, improving, and adapting the service offering to enhance team effectiveness, efficiency, and quality. This includes delivering specialist training and materials, and supporting workload management and quality assurance processes. The role also coordinates major and critical projects as required, ensuring successful delivery.



About Development and Alumni Relations



We are a friendly, engaging and innovative 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 great 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 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 growth. 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 guiding 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 progress 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 contribute to 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 progress 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.

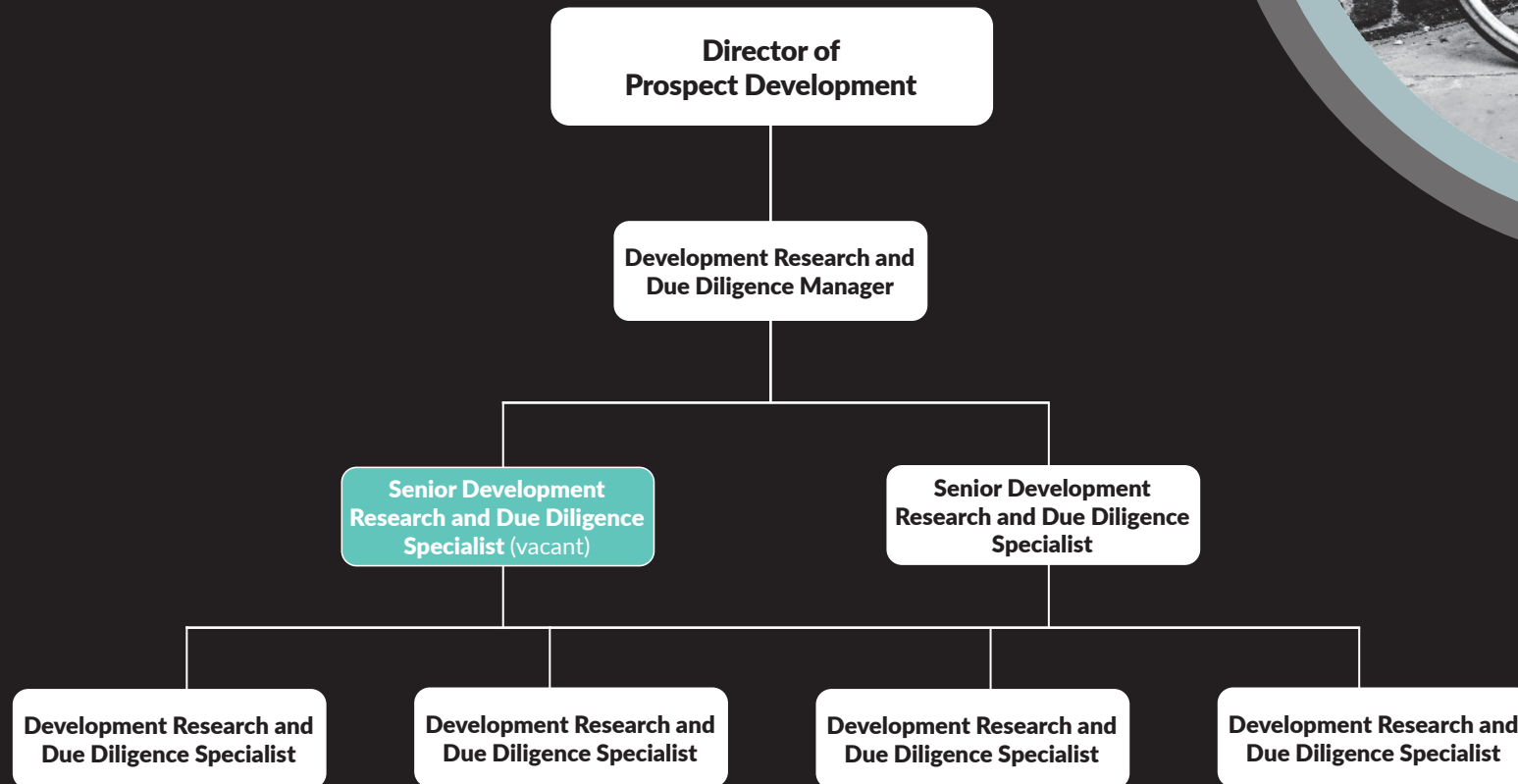
We are proud of our Major Gift Officer Learning Series - a bespoke fundraising curriculum based on research-inspired best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

[Find out more about us.](#)

We aim to be values-focused and our Peer Recognition Initiative recognises individual members of staff each month who have demonstrated at least one of our five Values - Collaboration, Accountability, Respect, Passion and Excellence. [Read more about our mission, vision and values.](#)

Organisational Chart

Cambridge University - Schools Programme



Job Description

Key Duties and Responsibilities



- Manage the workload and lead large-scale projects delivered by the Development Research and Due Diligence (DRDD) team by:
 - Monitoring all work requests and ensuring they are undertaken by members of the team on time, renegotiating deadlines where appropriate.
 - Discussing projects and needs with stakeholders to ensure the team has all the information it needs to fulfil requests, suggesting different courses of action where those are more appropriate/better suited to stakeholder needs.
 - Acting as a contact point and project lead on high-profile/business critical projects such as large events.
- Review and monitor the quality of the team's output and deliver feedback and training where required to support consistent and high-quality work by:
 - Having a strong understanding of house style and the requirements of each DRDD product and ensuring these are consistently met.
 - Undertaking proofreading and ensuring products meet required standards before they are submitted for sign-off by senior stakeholders.
 - Identifying and delivering training to teammates and colleagues within Development and Alumni Relations, college development offices and the broader sector relating to research and due diligence best practice.
- Analyse, synthesise and summarise information in detailed, accurate briefings on prospects for
- fundraisers, other Development and Alumni Relations staff, academic partners and the Committee on Benefactors and External and Legal Affairs (CBELA).
- Identify and qualify major gift prospects and provide timely and actionable information relevant to the prospect.
- Track and record all research in the database, allowing for efficient reporting.
- Serve as the expert and advisor on research and due diligence-related queries, internally and externally.
- Build strong working relationships to discuss upcoming activities, share ideas, manage expectations and gain feedback.
- Answer queries relating to all aspects of the DRDD programme, referring to the Manager where necessary.
- Liaise with groups such as colleges, Cambridge in America (CAm), the Research Operations Office (ROO) and the Strategic Partnerships Office (SPO) to ensure transparent and effective processes, templates, and strategies.

Job Description

Key Duties and Responsibilities



- Identify and confirm prospects and solicitations which require review by CBELA.
- Facilitate meetings with members of the Leadership Team to review due diligence briefings, which are to be considered at the CBELA meetings.
- Liaise with fundraisers on the appropriate level of diligence required and agree deadlines for initial due diligence assessments for submitting full due diligence briefings to CBELA and liaise with them on decisions.
- Develop processes, including writing procedures and policies, to ensure that work is done efficiently while maintaining high quality work.
- Make recommendations on strategies to improve the effectiveness of DRDD processes to support fundraising activities
- Ensure that team processes and methodologies are communicated effectively to fundraisers, settlement and other teams and that all parties understand their responsibilities as part of the process.
- Develop and strengthen the understanding of principles of research and due diligence among development colleagues by means of workshops, seminars, and one-to-one conversation and training.
- Independently monitor new research and due diligence trends and techniques and communicate them to the DRDD team.
- Support regular evaluation of research tools and products and make recommendations on new resources as appropriate.
- Assist the DRDD Manager and development staff with a variety of research and due diligence work, including tracking, reporting and data analysis, database and report development, and ad hoc research projects.
- Maintain the highest standard of professional ethics, complying with the Association of Professional Researcher for Advancement's (APRA) Statement of Ethics and ethics policies set forth by the Council for Advancement and Support of Education (CASE).



Person Specification



Education and qualifications

- Educated to degree level or equivalent level of experience is essential.

Relevant experience

- An understanding of ethics of due diligence for fundraising.
- Experience investigating, researching, analysing and synthesising large quantities of information in a concise format.
- Experience of handling and recording sensitive information in accordance with the Data Protection and Freedom of Information Acts, and an understanding of copyright regulations in relation to storing data.
- Experience working in a fast-paced environment and the ability to respond effectively to high-pressure situations.
- Experience working in a complex administrative operation.
- Experience in due diligence and/or prospect research within a philanthropic context would be desirable.

Additional Requirements

- Strong tact and diplomacy skills, good interpersonal skills and excellent negotiation skills with an ability to deal with a wide range of stakeholders.
- Good time management.
- Flexible and constructive approach to work tasks and responsibility is desirable.
- An ability to work independently and without close supervision.
- Ability to prioritise workload, particularly in the event of unplanned urgent requests.
- A relentless attention to detail and accuracy.



Person Specification



Specialist knowledge and skills

- Skills associated with Level 1 in all of the competencies within Prospect Research domain of the APRA Body of Knowledge.
- Excellent research skills, including the ability to collect, assess and analyse information rapidly, identifying key points and drawing conclusions.
- Ability to organise and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and timely follow-through.
- Advanced IT skills (Microsoft Office including Word and Excel, search for information on the web, use web-based applications, etc.).
- Extensive experience of research and knowledge of online research databases and tools (e.g. Nexis Diligence, Xapien, Factiva,) and the ability to search the internet effectively.
- Good understanding of CRM Systems, for example the fundraising database used by Development and Alumni Relations, and the effective management of information within databases for ease of searching, analysing and reporting.
- Good communications skills, both written and verbal, and excellent interpersonal skills are needed along with the ability to deal effectively with people at all levels and engender the respect of the many stakeholders they will have contact with. This will include the Vice-Chancellor, high-ranking fundraising volunteers, Chairs of Schools, senior academic staff and Development and Alumni Relations colleagues.
- Strong analytical skills: able to seek out, gather, manipulate, analyse and synthesise data related to wealth, relationships, risk and other relevant information into a concise presentation of findings that is clear and actionable to a variety of fundraising professionals, key academics and other partners within the University.
- Excellent report-writing abilities in order to write succinctly and present information clearly and objectively for senior members of the University and alumni.
- Ability and initiative to identify new sources of research-related information as they become necessary and/or available.
- Project management skills.
- Advanced knowledge of Microsoft Office, including Excel, Word, PowerPoint, and Outlook; Office 365, including OneDrive, SharePoint, and Teams.



Terms and Conditions



Location

1 Quayside Bridge Street Cambridge CB5 8AB

The chosen applicant will be required to work from the office at least two days each week, as we operate under a hybrid working model.

This role will be granted the opportunity to work from home regularly but will be required 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 8, £41,421 - £55,295 per annum

New staff may 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 8.

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 responsibilities. Your times of work should be agreed between you and your line manager.

Length of appointment

2 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.](#)

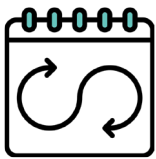
Retirement age

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.](#)

Employee Benefits



Flexible Working

We understand that achieving the right work-life balance is essential. That's why we offer flexible working, including remote work and adaptable hours, allowing you to structure your work in a way that suits your lifestyle. Whether you need to start earlier, finish later, or work from home when needed, we're committed to giving you the flexibility to be at your best both professionally and personally.

[Find out more](#)

Generous pension plans

Benefit from monthly employer pension contributions of up to 21.1% of your salary and receive a one-off cash sum worth three times the gross value of your pension when you retire.

[Find out more](#)



Discounts

Our shopping discounts scheme CAMbens offers discounts at more than 1000 retailers. Enjoy discounted membership at one of the best gyms in Cambridge, at our University Sports Centre. Get discounts on a new bike or travel by train with discounted season tickets.

[Find out more](#)

Salary progression

Our salary progression provides financial rewards to employees who demonstrate exceptional performance. This could be a one-off payment or an increase in your salary, reflecting your valuable contribution to our community.

[Find out more](#)



Childcare and parental support

A dedicated childcare office and four workplace nurseries are available to all staff. In addition, generous maternity and dependent leave policies make balancing work and family life effortless.

[Find out more](#)

Relocation support

With financial assistance for Visa applications, support in finding and securing accommodation, and help to offset your travelling and removal costs, we aim to make your transition into Cambridge straightforward..

[Find out more](#)



Health and Wellbeing

Stay healthy with extensive general & medical healthcare insurance for you and your dependents. In addition, dedicated counselling, chaplaincy and occupational health services ensure you can keep performing at your best.

[Find out more](#)

Personal and professional development

Access the thriving academia at the heart of Cambridge. Attend lectures and seminars, enjoy substantial course discounts from our Language Centre and Institute for Continuing Education as well as free access to LinkedIn Learning.

[Find out more](#)



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.](#)



Next Steps

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.

The closing date for this position is **the 24th of March 2025.**

Interviews for this position are anticipated to take place on the **27th or 28th of March.**

What to expect...

1

Once you have submitted your CV and cover letter, your application will be reviewed in detail by the hiring manager after the closing date.



If your application is successful, we'll contact you to let you know what you can expect from the process and arrange your interview.

2

3

If you are invited for an interview, you'll be asked to complete a task remotely before your interview. We will then ask you to join us at our office. This will be a great opportunity for us to get to know you better and for you to see our vibrant work environment and get a feel for what makes this location so special.



We will be in touch with our successful candidate and an offer letter will be sent and you can expect to receive a copy of your contract before you join us.

4

Questions?

Sam Asbey, Talent Acquisition Co-ordinator, will be your contact throughout this recruitment process, so if you have any questions, please let her know via email at Sam.Asbey@admin.cam.ac.uk

