



UNIVERSITY OF  
CAMBRIDGE

Development  
and Alumni  
Relations

# Careers in Development and Alumni Relations



**Candidate Information Pack**  
Senior Head of Development,  
Environmental Sustainability

April 2025

# Letter From Gordon Glick



## Dear Prospective Candidate,

**Thank you for your interest in the position of Senior Director of Development, Environmental Sustainability. I am delighted that you are interested in this incredibly exciting role.**

It is a great time to join the team as we build upon the successful culmination of our £2 billion “Dear World, Yours Cambridge” campaign. We are dedicated to maintaining our investment in a team that will drive our success, allowing us to continue to bring to life the transformative projects and strategic initiatives of the University.

In your role as Senior 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 as 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 (but not limited to) Cambridge Zero, the Cambridge Conservation Initiative, and the Cambridge Institute for Sustainability Leadership, executing fundraising strategies to secure funding from university alumni, non-alumni, trusts & foundations and the private sector.

As the Director of Development, University Strategic Initiatives, I have the privilege of leading a team that plays a pivotal role in advancing the University’s mission and securing resources that enable groundbreaking research, transformative educational programmes, and impactful, cross-university strategic initiatives. The team is dedicated to cultivating meaningful relationships,

fostering philanthropic partnerships, and stewarding donor investments to propel Cambridge’s continued success. Through these endeavours we are committed to ensuring that Cambridge remains at the forefront of intellectual and societal progress.

Your ability to respond to donors’ interests in Environmental Sustainability and their desire to make a meaningful impact through the University and its partners will be instrumental in contributing to the overall success of major and principal gift fundraising for Cambridge. This contribution takes on heightened significance as we prepare for an anticipated major new fundraising campaign.

If you possess curiosity, strong relationship-building skills, a successful track record in major donor, corporate and/or trusts and foundation fundraising, and are seeking a 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 I encourage you to apply and to learn more about the role.

Thank you for considering this opportunity, and I look forward to the possibility of working together.

Best wishes,

**Gordon Glick**  
**Director of Development**  
**University Strategic Initiatives**

# The Position

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.

Working closely with the Director of Development (USI) and Pro Vice Chancellor for Education and Environmental Sustainability, as well as the Head of Cambridge's six different Schools and the fundraisers who directly support these Schools, the Senior Head of Development will play a key role in shaping and executing a University-wide, multi-year sustainability fundraising campaign. This role demands a visionary approach, strategic acumen, and a deep commitment to advancing sustainability as an institutional priority.

The postholder will lead a small but high-performing team of fundraisers, cultivate relationships with global stakeholders, and ensure the seamless integration of sustainability priorities within the University's broader development strategy.

They will help direct a comprehensive sustainability gifts programme across Cambridge, delivering major and principal gifts for the University funding priorities. They will also act as a key source of strategic guidance and support for academic and fundraising colleagues across the Collegiate 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 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.

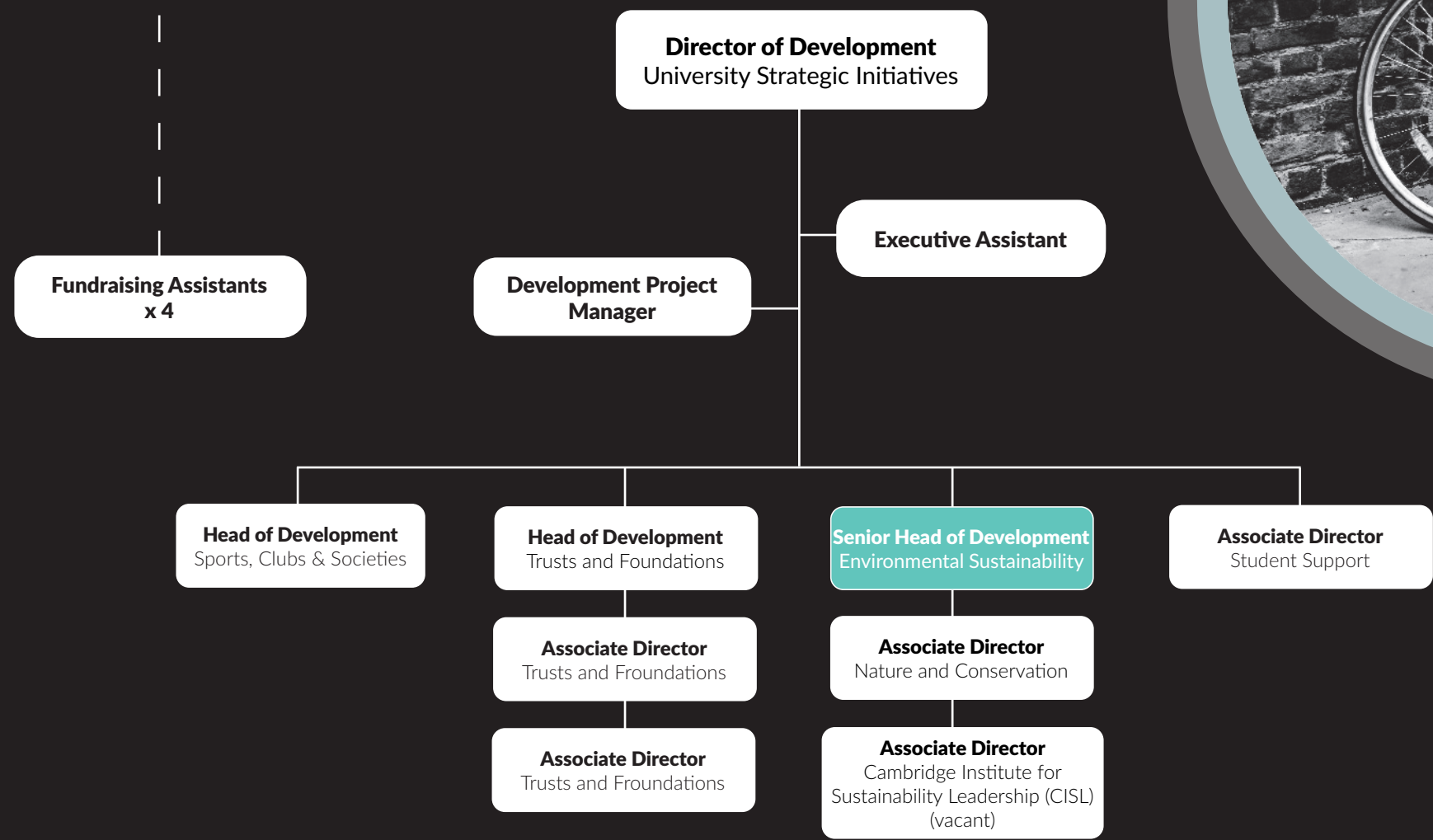
We are proud of our Major Gift Officer Learning Series – a bespoke fundraising curriculum based on research-inspired best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

[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 - University Strategic Initiatives



# Job Description

## Key Duties and Responsibilities



### Principal Gift Fundraising

- Manage a personal portfolio of major and principal gifts prospects to deliver philanthropic income to the University's sustainability priorities.
- Secure major and principal gifts to meet prioritised fundraising needs of the University, collaborating with key stakeholders such as the Pro Vice Chancellor for Education and Environmental Sustainability as well as the wider University to cultivate and solicit donations.
- Steward a range of high-net-worth individuals to sustain their connection with Cambridge and cultivate further support.
- Manage a personal portfolio of principal and major gifts prospects to deliver philanthropic income to agreed targets.
- Support and/or lead fundraising for key priorities as well as newly identified and additional priority projects as they arise.
- Identify new prospects, cultivate and negotiate with potential principal gifts donors.
- Collaborate with, advise and brief members of the University staff, faculty, key alumni volunteers and other University contacts to enable them to secure significant gifts.
- Engage in activities and events to build the university's global philanthropic network.
- Meet personal KPIs as agreed with the Director of Development (USI) at the start of each financial year.

### Strategic Fundraising Leadership

- Develop and implement an ambitious, multi-year fundraising strategy to support Cambridge's sustainability priorities, with a focus on principal and transformational gifts (£1m+).
- Collaborate with university leaders, including the Vice Chancellor and Pro Vice Chancellor for Education and Environmental Sustainability, to align fundraising efforts with institutional objectives.
- Anticipate emerging trends in sustainability philanthropy to position Cambridge as a leader in addressing global environmental challenges.
- Actively participate as a senior member of the USI team, playing a critical role in the implementation of strategy, plans and operations.
- As required, deputise for the Director of Development (USI), in providing relevant expertise and strategic input into the formulation and implementation of advancement strategy, plans and objectives to the senior management and leadership teams and, as required, other high-level decision-making bodies and external volunteer committees.
- Create and implement fundraising plans for assigned priority projects.
- Demonstrate an understanding of the economic/commercial context and financial dynamics of Development and Alumni Relations, the drivers which maximise results and the priorities of the office and the University's sustainability priorities.



# Job Description

## Key Duties and Responsibilities



### Relationship Management and Support for University Sustainability Priorities

- Build and maintain strong relationships with the leadership of the University, including the Vice-Chancellor, Pro-Vice Chancellors, Heads of Schools, the Executive Director of Development and Alumni Relations as well as other University leadership in support of the Sustainability priorities.
- Collaborate with senior colleagues to understand, define and support the funding priorities for sustainability with the corresponding strategy to secure major and principal gifts.
- Collaborate with senior colleagues to solve problems and implement complex gifts that may require new ways of working and robust stewardship.
- Work with the leadership of Development and Alumni Relations office, Advancement Communications, Donor Relations and Events teams to ensure visibility, understanding and resourcing of support towards the operational and strategic needs for Sustainability priorities.
- Identify, train, coach and support key academic staff across the University to enable them to take part in key major and principal gift solicitations to deliver fundraising success.
- Influence senior internal stakeholders, leadership volunteers across Collegiate Cambridge, and potential alumni and non-alumni donors.

### Management

- Lead, develop and manage the development function in relation to Sustainability at Cambridge.
- Proactively ensure that agreed outcomes are delivered on time and effectively; as a senior member of the fundraising team, help develop a sense of personal responsibility within teams.
- 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 teamwork and support between functional teams.
- Develop and strengthen the understanding of principles of major gifts fundraising among academic champions and other leaders.
- Manage volunteer relationships, including any relevant university-wide volunteer bodies created to support the university's fundraising priorities.
- Ensure that information related to major gift fundraising work is collected, organised and managed effectively and according to the policies and protocols of the university.
- Manage two direct reports (Associate Director, Nature & Conservation and Associate Director, CISL), with potentially more line reports in future.



# Person Specification



## Education and qualifications

- First degree or equivalent experience.

## Relevant experience

- Significant experience of working in a fundraising role in Higher Education or the not-for-profit sector
- Major gift fundraising skills and experience of delivering seven and eight figure solicitations from individuals, corporates and trusts and foundations.
- Significant experience managing key relationships with high-net worth individuals, business leaders and/or leadership of global foundations, with a successful track record of managing these complex accounts
- Experience of fundraising performance management required to ensure delivery against defined performance measures



## Specialist knowledge and skills

- Ability to build effective working relationships with leaders across the broad academic community
- Ability to communicate and to be persuasive across a variety of senior individuals, committees and outside stakeholders of the University in the UK and worldwide
- A combination of personal sensitivity, creativity and tact when working with academics, development colleagues and prospective major donors to the University
- Capacity to build and manage mutually beneficial partnerships and networks, both internally and externally, to create opportunities for the University.
- Ability to take difficult strategic decisions and an ability to resolve complex problems
- Promotes a shared vision for the University
- Identifies clear aims in negotiations and achieves satisfactory outcomes
- Fosters a culture of innovation to build the University's capability. Identifies and champions new approaches for improving organisation results and achievements
- Demonstrable capacity to analyse, think critically, strategically and to innovate, both to promote innovation and resolve/respond to problems
- Willingness to work outside of regular hours and to travel (overseas)

# 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 11, £68,529 - £79,413 per annum

In exceptional circumstances, market pay is available for the right candidate, but this is subject to experience and approval.

## Hours of work

37 hours a week

## Length of appointment

Permanent

## 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.](#)

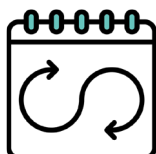
## Retirement age

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](#)

## 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](#)



## 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](#)

## 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](#)



# 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 13th of April.**


Screening calls will take place between the **14th - 17th of April.**


First round interviews for this position will take place in the **week commencing the 28th of April**


Second round interviews for this position are anticipated to take place in the **week commencing the 5th of May.**


## What to expect...

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**1** Once you have submitted your CV and cover letter, your application will be reviewed in detail after the closing date. You may then be asked to join a virtual screening call with a member of the Talent Acquisition Team.
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**2** The hiring manager will then shortlist and we'll contact you to let you know if you have been successful and arrange your interview.
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**3** During your first round interview, we will spend time finding out more about you and your experience. This will take place virtually, and you may be asked to prepare to discuss a specific topic, which will be shared with you one week before the interview.
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**4** If you are invited for a second round, you'll be asked to join a three-person panel in Cambridge. This will be a great opportunity for us to get to know each other a little better and for you to meet some of the team in-person.
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**5** We will be in touch regardless of the outcome, but our successful candidate can expect an offer letter when the decision has been made, usually within a day or two.

## Questions?

**Jo van Riemsdijk**, *Talent Acquisition Manager*, will be your contact throughout this recruitment process, so if you have any questions, please let her know via email at

**[Jo.vanRiemsdijk@admin.cam.ac.uk](mailto:Jo.vanRiemsdijk@admin.cam.ac.uk)**

