



UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Careers in Development and Alumni Relations



Candidate Information Pack
Head of Development, Europe

April 2025

Letter From Amy Trotter



Dear Prospective Candidate,

Thank you for your interest in the position of Head of Development, Europe.

Development and Alumni Relations is an exciting and friendly place to work.

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.

As Head of Development, Europe, you will have the opportunity to work on seven and eight-figure gifts, delivering support for the benefit of major University priorities and for the benefit of the Collegiate University. You will help the University to develop long-term partnerships with high-level donors and ultimately secure financial support for the University’s priorities including research, posts, student support, collections, and capital priorities.

The International and Regional Programmes Team works across most of the world building relationships and networks with Cambridge alumni and non-alumni philanthropists. Working alongside other colleagues with an international remit, you will be part of a team that puts donors at the center of its work, seeking to build long-lasting global relationships for the benefit of the Collegiate University. Many of our alumni and existing major supporters are based across Europe and maintaining and strengthening relationships with our European communities is deeply important to the University. Academic departments have dynamic partnerships with European colleagues and institutions, and

Senior University leadership are committed to visiting and hosting events in key constituencies.

We have a great team for you to work with and we care about each other. We have extraordinary aspirations and know we can help solve world problems by resourcing students and academics who will generate the answers.

If you have a passion for what academia can achieve, and an entrepreneurial approach to working with donors and building networks, this may be the position for you. The role will focus on donors based in Europe primarily and will entail travelling to meet with them on a frequent basis. Building our network and realising how we might strengthen the global community of supporters as we build towards our next major fundraising campaign will be critical to success in this role.

Our work ethic is strong, and we are not afraid of challenges. We recognise that working at the highest levels involves navigating complexity and sometimes means having difficult conversations. Equally we believe that the rewards for doing our jobs well are significant and that we are making an active contribution to the future of one of the world’s greatest institutions. If you are curious about what we do and how this role will play a part in our work, we would love to hear from you.

Best wishes,

Amy Trotter
Director of Development,
International and Regional Programmes.

The Position

Here at Cambridge University's Development and Alumni Relations office, we are recruiting for the role of Head of Development, Europe, who will join our highly successful and experienced fundraising team. The position sits in the International and Regional Programmes Team, reports to the Director, International and Regional Programmes and will be responsible for raising philanthropic support from constituents based across Europe.

The University is fortunate to have received a number of very significant benefactions from donors from across Europe historically and in recent years. These generous contributions have, over a number of decades, had a great impact on many major University priorities ranging from student support to climate research.

You will build on existing relationships and continue to develop networks and further develop philanthropic opportunities to deliver major gifts at the seven-figure level and higher. In addition, you will spend time continuing to develop the pipeline through the identification and qualification

of potential donors. You will travel regularly to different countries and cities to meet with donors, and lead on creating and delivering bespoke fundraising events at times. This position represents an exciting opportunity to be part of a team delivering a regional and international major gifts programme for one of the world's leading and best-known universities. The University of Cambridge aims to have the leading advancement office in Europe, and this role will be key to achieving this goal.

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



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 of excellence 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 and 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 within 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 baking competitions, book clubs or fundraising for local Cambridge charities.

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.

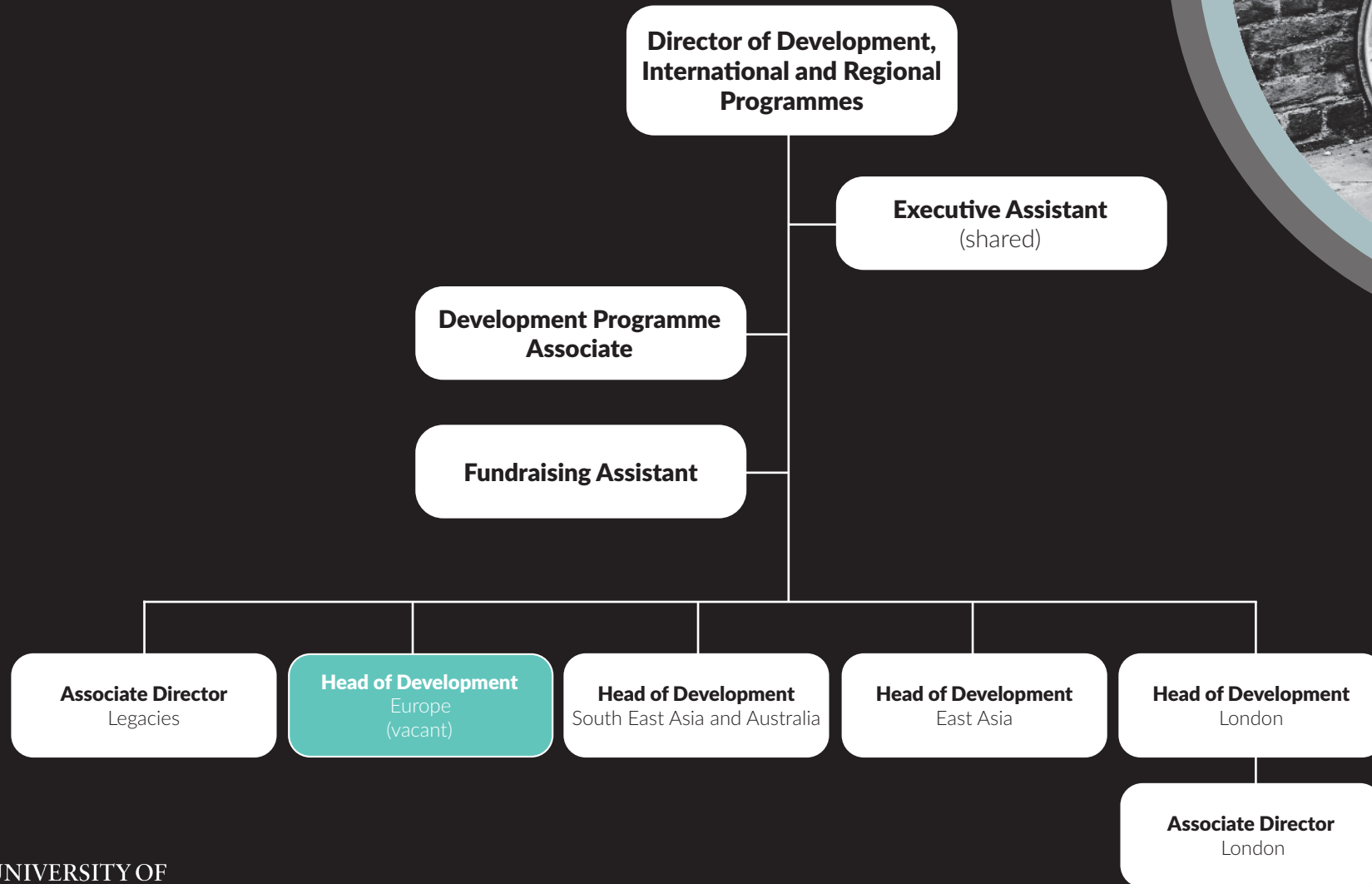
We are proud of our Major Gift Officer Learning Series – a bespoke fundraising curriculum based on research-inspired best practice in the fundraising industry and an exciting and career-building development and learning programme for staff.

[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 - International and Regional Programmes



Job Description

Key Duties and Responsibilities



Development and Implementation of Fundraising Strategy

- Develop a strategy and operational plan to optimise giving to University fundraising priorities from donor constituencies across Europe. Include the appropriate involvement of academics, School/non-School institutional heads, and University leaders as well as Development and Alumni Relations colleagues.
- Based on knowledge and experience of major gifts fundraising success, provide guidance to Development and Alumni Relations colleagues and academic and University leaders about fundraising priorities that are likely to find support from European donor constituencies.
- Work with Development and Alumni Relations Communications colleagues to develop appropriate support documents for priority projects and opportunities for dissemination to potential donors.
- In collaboration with the Prospect Development team and in particular, the assigned Prospect Management Specialist, develop donor gift pyramids and paths to success including different funding sources (individuals, trusts and foundations, and corporates) and develop prioritised work plans accordingly.
- Coordinate with colleagues across Collegiate Cambridge to ensure effective, joined up fundraising for all priorities. Develop effective relationships across Collegiate Cambridge to manage and coordinate approaches to prospective donors to avoid conflicts and promote Cambridge's interests and priorities effectively.
- Lead on the implementation of relevant giving structures to facilitate donations from donors in the key constituencies and become a trusted contact for colleagues across Development and Alumni Relations and Collegiate Cambridge in this area.



Job Description

Key Duties and Responsibilities



Development and Management of Volunteer Networks

- Build and maintain a network of informal volunteers within mainland Europe who will help to identify and make introductions to new prospects, and advocate for priority fundraising projects across the Collegiate University.

Cultivation of Major Gifts Prospects

- Work with the Prospect Development team to identify prospects with whom the University aims to develop significant philanthropic relationships.
- With the support of colleagues from the Prospect Development team, build and manage relationships, on behalf of the University, with c75 potential major donors (i.e. organisations or individuals capable of making seven-figure gifts and above) residing in Europe.
- Through conversation 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 (c. 10 per month) in the UK and overseas, participate in events, and communicate by telephone and in writing with prospective donors with a view to assessing their philanthropic interest in Collegiate Cambridge in general and articulated University fundraising priorities in particular. Refer on qualified prospects whose interests lie elsewhere to relevant development colleagues within Development and Alumni Relations and the broader Cambridge development community.
- Become fully informed on Collegiate Cambridge's fundraising priorities and collaborate with colleagues, including those whose fundraising focus is with a School or University-wide, in order to ensure that donors are presented with the fundraising opportunities that will resonate most strongly with them.
- Develop and implement cultivation/solicitation plans for potential donors so as to motivate significant gifts to match University-wide fundraising priorities.
- Present both orally and in writing to donors and potential donors the philanthropic priorities of the University.
- Working with colleagues in the Events team at Development and Alumni Relations, devise and oversee cultivation events involving academic and institutional leaders and prospective donors to motivate greater involvement with the forthcoming campaign and to increase the likelihood of major gifts to University priorities.

Job Description

Key Duties and Responsibilities



Gift Solicitation and Settlement

- Solicit and secure major philanthropic gifts from individuals, trusts and foundations and corporates within Europe working independently or collaboratively with colleagues across Collegiate Cambridge as appropriate to meet prioritised funding needs and the next major fundraising campaign Through in-person solicitation, either alone or in conjunction with academic champions or University fundraising volunteers, and/ or by means of formal written proposals, produced in collaboration with Philanthropic Communications Officers.
- In collaboration with Development and Alumni Relations and academic and institutional colleagues, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.

Stewardship

- Following the principle that prior donors are the best future prospective donors, work closely with academics and other leaders and with colleagues in the Stewardship team to develop and oversee implementation of effective stewardship plans so that major donors, including individuals, corporates and trusts and foundations, are fully aware of the impact of their gifts and feel motivated to make further significant gifts to Collegiate Cambridge.
- Ensure that effective stewardship also motivates prospective donors and enhances the University's overall philanthropic reputation.



Job Description

Key Duties and Responsibilities



Management

- Develop and strengthen understanding of principles of major gift fundraising among the academic champions and other leaders by means of workshops, seminars, and one-to-one conversation and training.
- Carry out training of Development and Alumni Relations or other development colleagues as needed on matters relating to philanthropic funding from European countries.
- Manage volunteer relationships, including any relevant volunteer bodies created to support the University's fundraising priorities. Identify and create new volunteer networks in key countries.
- 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. This includes the conscientious and timely updating of the alumni and donor database (AMICUS) managed by Development and Alumni Relations.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility as a senior member of the fundraising team.
- 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: e.g. work with the Prospect Information team to ensure effectiveness of pipeline management.
- The role holder will need to form groups to articulate needs in more detail and to oversee regular discussions across departments, Schools and Non-School Institutions on University priorities. This is likely to require the post holder to manage conflicting views across a disparate network of professionals and bring these discussions to work-able resolution to enable focussed fundraising planning and activity to proceed.

Person Specification



Education and qualifications

- Good first degree or equivalent professional experience.

Relevant experience

- Proven track record of operating at senior level with multi-stakeholders.
- Experience of working in Higher Education or not-for-profit sector, and in particular an understanding of Cambridge University, its mission and its need for external funding.
- Proven track record in major gift fundraising and/or management of key relationships with the specific donor constituency (internationally based high net worth individuals, corporates or trusts & foundations respectively).
- Proven track record in working with academic leaders (or analogous leaders from charitable sector).
- Expert technical and professional skills including up to date knowledge of relevant legislation; will be a point of reference/expertise for member of the collegiate University.
- Demonstrable capacity to analyse, think critically, strategically and to innovate, both to promote innovation and resolve/respond to problems.
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.



Person Specification



Specialist knowledge and skills

- Ability to relate effectively to the academic community and its aims.
- Ability to communicate persuasively with a variety of individuals often with disparate outlooks, aims and objectives.
- A combination of personal sensitivity, creativity and tact that is needed when working with senior academics, development colleagues and prospective major donors to the University; the ability to engage key internal stakeholders to work towards common goals and outcomes.
- Ability to communicate concepts and ideas drawing on relevant data as appropriate.
- Excellent negotiation skills.
- Excellent social skills and cultural understanding, and a high level of communication skills, both oral and written.
- Ability to build empathetic relations with high-net-worth individuals in a variety of professional and high visibility positions.
- Demonstrate a high level of awareness of personal impact and modify behaviour accordingly, listen and respond constructively to the realities and needs of others by using a range of communication skills and strategies.
- Ability to work as part of a wider professional team and to contribute to the development of fundraising for Cambridge as a whole.
- Self-motivated, with an ability to respond rapidly and professionally in situations where it may not be possible to refer or seek guidance from senior staff.
- Highly opportunistic and able to take the initiative on his/her own when the situation demands it.
- Tenacity, drive and imagination.
- 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

- 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 drive towards getting into the field; a desire to be actively engaging with donors and potential donors to Collegiate Cambridge.
- Willingness to work out of regular hours and to travel.
- The ability to speak an additional European language is highly desirable.

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 10, £62,728 - £72,690 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 10.

Hours of work

37 hours per 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. [Find 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 automatic enrolment.](#)

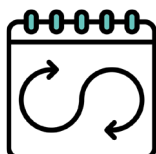
Retirement age

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

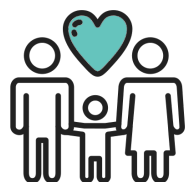
Our shopping discounts scheme CAMbens offers discounts at more than 1000 retailers. Enjoy discounted membership at one of the best gyms in Cambridge, at our University Sports Centre. Get discounts on a new bike or travel by train with discounted season tickets.

[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, 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 **21st April 2025**.

First round interviews for this position are anticipated to take place **in the week commencing the 28th of April**.

Second round interviews for this position are anticipated to take place on the **9th of May**.

What to expect...



1

Once you have submitted your CV and cover letter, your application will be reviewed in detail and a member of the Talent Acquisition Team may arrange a screening call with you.



2

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

3

During your first round interview, we will spend time finding out more about you and your experience. This interview will be done virtually and there may also be a test, presentation or task.



4



If you are invited for a second round, you'll be invited to our Cambridge offices. This will be a great opportunity for us to get to know you better and for you to see your potentially new work environment and get a feel for what makes this location so special.

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

