



UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Careers in Development and Alumni Relations



Candidate Information Pack

Development Associate,

Centre for Geopolitics (Part-Time, 2-year FTC) June 2025



Letter From Hiring Manager

Amanda Lightstone

Dear Prospective Candidate,

Thank you for your interest in the role of Development Associate, Centre for Geopolitics.

This appointment to the School of Arts and Humanities fundraising team provides an opportunity for you to join one of the world's leading higher education institutions as part of an innovative programme delivering on the University of Cambridge's significant fundraising potential. The University of Cambridge has a long history of commitment to philanthropy and success in fundraising.

Our office is a dynamic and friendly place to work. We are a team that aims to innovate, collaborate, and think creatively to support the academic mission of the University. We work at the cutting edge of philanthropy for research and education and are looking for entrepreneurial and diverse mindsets to help us achieve this.

This Development Associate will support solely the Cambridge Centre for Geopolitics, which is an interdisciplinary space created in 2015 by leading academics to consider the world's most pressing current geopolitical questions. They apply historical analysis, area studies, political science and the experience of practitioners to major problems of conflict and world order – past, present and future – to offer a deeper understanding of where the world's most pressing geopolitical challenges have come from, how they may develop and how they might be resolved.

The Centre has four research strands: Europe, Indo-Pacific, Middle East and Global. It has gained a reputation for respected research, developed a network of practitioners, designed an effective simulation model to educate future decision makers and informed a wider audience through high quality events and popular podcasts.

Over the next five years, the Centre seeks to increase its research capacity, deepen its associations with international relations-related academics within Cambridge along with other Universities and think tanks around the world. This Development Associate will be a key part of the centre's growth and establishing its future success. More information can be found on their website [here](#).

As Development Associate, you will have the opportunity to work on five, six and seven-figure gifts, delivering on the University's philanthropic goals including cutting-edge research for the public good. You will help the University to develop long-term partnerships with high-level donors and secure financial support for agreed Centre for Geopolitics' priorities.

If you are creative and positive, if what we're doing at Cambridge inspires you, and if our sense of ambition and work ethic appeals to you, then please apply. I am looking for a person who has relevant transferrable skills as well as those with fundraising experience within Higher Education or for other causes.

I look forward to hearing from you and learning how you can work with us to make a difference.

Best wishes,

Amanda Lightstone

Head of Development, (School of Arts and Humanities)

The Position

Cambridge University's Development and Alumni Relations office is looking for a new Development Associate, Centre for Geopolitics to join our successful School of Arts and Humanities fundraising team.

The Development Associate is responsible for helping raise significant financial support for agreed strategic fundraising priorities. These priorities include raising funding for new posts, research programmes and engagement activities.

The Development Associate is expected to help generate five, six and seven figure gifts from individuals (including alumni), trusts and foundations, and corporations in the UK and internationally.

With guidance from the Head of Development, Arts and Humanities, the role holder is responsible for developing and implementing a strategy to secure major philanthropic gifts to meet prioritised needs, for managing a complex donor/prospect pool of organisations and individuals in accordance with agreed office procedures and processes, for articulating priority funding needs to engage potential donors effectively, and for matching those needs to donor interests.

Working collaboratively with the Co-Directors and team at the Centre for Geopolitics, as well as with other members of the University's Development and Alumni Relations team, you will advance your own fundraising plans and enable the team to meet its collective targets.

You will deliver major gift KPIs including numbers of visits, prospect management moves, active proposals, new prospects identified, and monies raised. These will be reviewed regularly with your line manager and will be shared with relevant stakeholders.

You will conduct regular prospect pool review and planning meetings. You will need to work collaboratively and transparently with the Centre for Geopolitics, the School of Arts and Humanities and development colleagues from Cambridge in America and Cambridge's 31 colleges to develop and deliver the plans to meet ambitious major gift fundraising targets.

You will build positive relationships with academic champions and University leaders to support the agreed funding plans of the Centre for Geopolitics. This requires managing complex relationships and priorities across a matrix of stakeholders, exceptional diplomacy and strategic thinking. Regular, credible and supportive interaction with senior academics and stakeholders is an important element of this role.

The role requires occasional working outside of office hours, UK and overseas travel.



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.

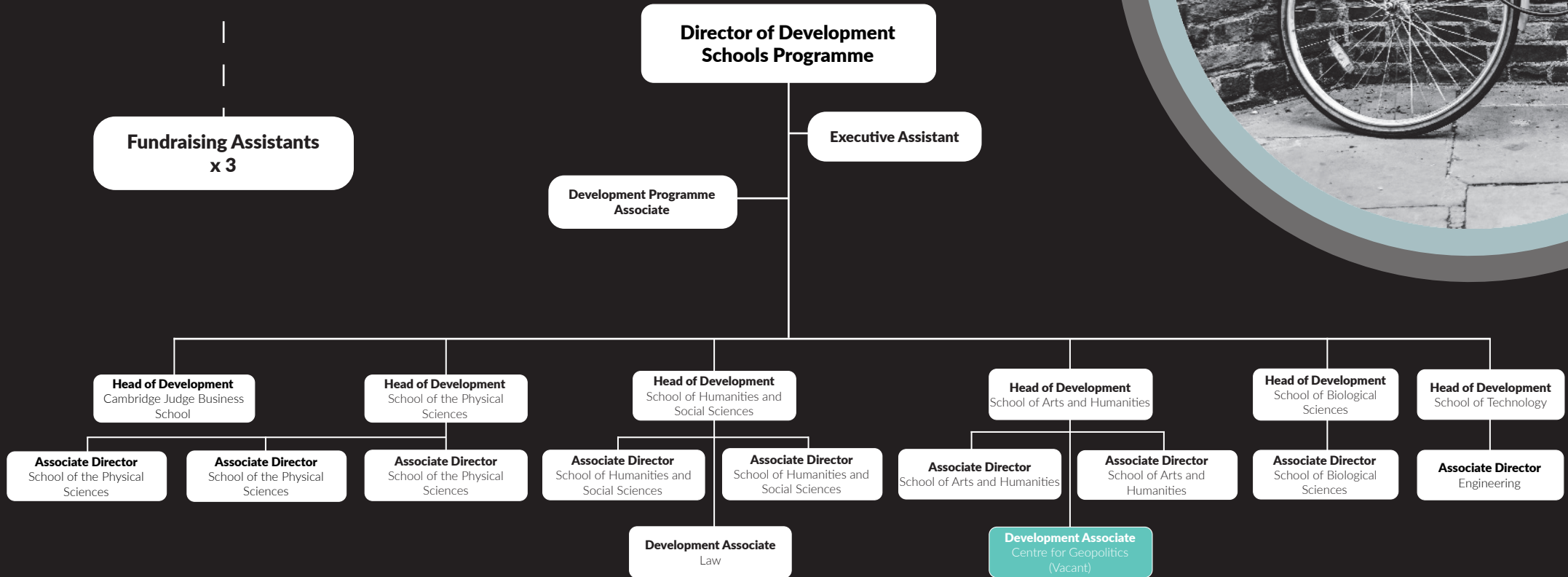
We are proud of our Major Gift Officer Learning Series – a bespoke fundraising curriculum based on research-inspired best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

[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



Cultivation of Major Gift Prospects

- Work with the Prospect Management team to identify prospects with whom the Centre may wish to develop philanthropic relationships.
- With the support of colleagues from the Prospect Management team, build and manage relationships, on behalf of the University, with a bespoke pool of potential donors (i.e. organisations or individuals capable of making gifts or pledges up to and in excess of £1 million).
- 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 their pool.
- Make personal donor visits (up to 8 per month), participate in events, and communicate by telephone and in writing with prospective donors with a view to assessing their philanthropic interest in the Centre for Geopolitics and CRASSH in general and particularly the Centre's articulated fundraising priorities.
- Refer qualified prospects whose interests lay elsewhere to relevant development colleagues within Development and Alumni Relations (DAR) 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 a particular 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 to motivate significant gifts to match University-wide fundraising priorities.
- Represent both orally and in writing to donors and potential donors the philanthropic priorities of the Centre and the University.
- Working with colleagues in the Events team, devise and oversee cultivation events involving academic and institutional leaders and prospective donors to motivate greater involvement with the Centre and to increase the likelihood of major gifts to the Centre or to University priorities.



Job Description

Key Duties and Responsibilities



Implementing Fundraising Strategy

- Articulate the funding priorities for the Centre for Geopolitics in coordination with the overall priorities established by the Schools Programme Major Gift team.
- In collaboration with the Head of Development Arts and Humanities, implement the Centre's fundraising strategy to achieve its fundraising priorities.
- Coordinate with the Schools Programme Major Gift team to manage and coordinate approaches to prospective donors to avoid conflicts and promote Cambridge's interests and priorities effectively.
- Work with the communications team to develop appropriate support documents for priority projects and opportunities for dissemination to potential donors.
- Develop a plan for and coordinate the activities of the Centre for Geopolitics.
- Attend and provide relevant paperwork and support for the meetings of the Centre's Management Committee and other meetings as appropriate.

Stewardship

- Work closely with academics and other leaders and with colleagues in the Donor Relations team to develop and oversee implementation of effective stewardship plans so that all 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 the Centre or Collegiate Cambridge.
- Coordinate the recognition structure established by the Centre to steward current and former donors.
- Create flagship opportunities to recognize the Centre's most generous benefactors including, special events and interactions with the Centre and students.



Job Description

Key Duties and Responsibilities



Gift Solicitation and Settlement

- Commission key project proposals and other fundraising literature in support of the Centre's key projects.
- Solicit and secure major philanthropic gifts and pledges (up to £1 million) from individuals, trusts and foundations and/or corporates as appropriate to meet the Centre's prioritised funding needs in the context of on-going fundraising activity for Collegiate Cambridge, and the next major fundraising campaign.
- Through in-person solicitation either alone or with fundraising colleagues or in conjunction with academic champions or University fundraising volunteers, and/or by means of formal written proposals, produced in collaboration with Advancement Communications team, make between (5-10) solicitations for gifts to support the Centre of Geopolitics priorities each year.
- 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 gifts and commitments.
- Draft memorandums of understanding to be set up between the Centre and a sponsor or donor and ensure any agreements with key sponsors and donors are kept up-to-date and are followed.

Donor and Alumni Relations

- In coordination with the Alumni Engagement team, develop and implement an alumni relations programme and strategy for the Centre to help ensure maximum levels of giving and involvement on the part of the Centre.
- Working with the Events team, oversee the creation of events and communications targeted at alumni and benefactors.
- Ensure alumni representation and participation in events, lectures and other relevant activities within the Centre and wider university.
- Ensure participation of the Centre in the University's Alumni Festival in September, which takes place in Cambridge.
- Work with the DAR Gift and Data team to ensure that donor and alumni records are kept up to date according to the policies and procedures of DAR.



Person Specification



Education and qualifications

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

Relevant experience

- Experience working in fundraising, business development or management of key relationships with the specific donor/client constituency (high-net-worth individuals, corporates or trusts and foundations respectively) will be highly advantageous.
- Experience working in Higher Education or not-for-profit sector will be highly advantageous.
- Ability to relate effectively to the academic and international communities and their aims.
- Ability to communicate persuasively with a variety of individuals/audiences 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 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.
- Ability to demonstrate a high level of awareness of personal impact and modify behaviour accordingly, listen and respond constructively to the needs of others by using a range of communication skills and strategies.
- Highly opportunistic and able to take the initiative when the situation demands it.

Specialist knowledge and skills

- Excellent negotiation skills.
- Excellent social skills and cultural understanding, and a high level of communication skills, both oral and written.
- Demonstrable capacity to analyse, think critically, strategically and to innovate, both to promote innovation and resolve/respond to problems.
- Numerate, data literate, including in respect of methodologies for effective analysis and presentation of data.
- Tenacity, drive and imagination.

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 the University.
- To understand and be able to work within the politics and protocols of University life.
- To be comfortable working with and contributing to online donor and relationship management databases.
- To possess a strong natural drive to be actively engaging with donors and potential donors to the Centre and the University.
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.
- Willingness to work occasional evenings and weekends and to travel.

Terms and Conditions



Location

1 Quayside, Bridge Street, Cambridge, CB5 8AB

The chosen applicant will be required to work from the office at least 1 day each week, as we operate under a hybrid working model.

This role offers the opportunity for regular remote work; however, the successful candidate will be expected to travel to Cambridge on a flexible weekly basis, depending on business needs. The schedule will follow departmental guidelines agreed upon in advance.

The Development and Alumni Relations Office at Cambridge University reserves the right to modify remote work arrangements with prior notice to employees.

Salary

Grade 7, £14,046 - £18,165

New staff may be appointed at the lower end of the salary band. The salary scale is shown to indicate future salary progression to the top of Grade 7.

Hours of work

Part time (40%) - 14.8 hours across 2 days per week

Length of appointment

2-year Fixed-Term

Probation period

6 months

33 days (pro rata) 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.](#)

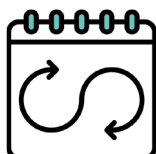
Retirement age

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 and 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 programme 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 **30th of June.**

First round interviews for this position are anticipated to take place week commencing the **7th of July.**

What to expect...

1

Once you have submitted your application, it will then 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, we will 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?

Samirah Hussain, Talent Acquisition Administrator, will be your contact throughout this recruitment process, so if you have any questions, please let her know via email at

Samirah.Hussain@admin.cam.ac.uk

