



UNIVERSITY OF  
CAMBRIDGE

Development  
and Alumni  
Relations

# Careers in Development and Alumni Relations



**Candidate Information Pack**  
Director of Development,  
Culture and Collections

July 2025

# Hiring manager letter

## Alison Traub



**Dear Prospective Candidate,**

**Thank you for your interest in the role of Director of Development, Culture and Collections.**

This is a critical leadership position within the University's Development and Alumni Relations team. The successful candidate will shape and lead the philanthropic strategy for Cambridge's Culture and Collections portfolio encompassing the University's eleven museums, special collections, and libraries, including the Fitzwilliam Museum, Kettle's Yard, and the University Library. Each holds distinct and globally recognised strengths. Together, they are central to the University's research, teaching, and civic mission and represent a rare and compelling philanthropic opportunity.

You will lead a team of experienced fundraisers, working in close partnership with the leadership of these world-renowned institutions to advance their fundraising ambitions. This role offers a rare opportunity to build on a strong foundation while developing new, high-value relationships that unlock transformational support for the University's arts, culture, and collections.

We are a collaborative and ambitious team that seeks to work at the forefront of philanthropic practice for higher education. Our recent campaign, Dear World, Yours Cambridge, closed in 2022 ahead of target at over £2 billion. Continued investment in our team reflects our commitment to building on this success and ensuring we are well positioned for what comes next.

We are looking for an individual with a strong personal track record in securing major gifts, and the confidence to navigate a complex institution with credibility and purpose. You will be entrepreneurial, strategically minded, and deeply committed to the role of culture and collections within a leading global university.

If this aligns with your skills and aspirations, I encourage you to apply. We see enormous potential in this programme and are looking for someone who shares our ambition.

Best wishes,

**Alison Traub**  
**Executive Director,**  
**Development and Alumni Relations**

# Culture & Collections

We are recruiting a **Director of Development, Culture and Collections** to join our successful Culture and Collections team.

This is a leadership position within the Development and Alumni Relations office, reporting to the Senior Director of Development, University Programme and sitting on the Development Management Team (DMT). The postholder will be responsible for designing and delivering the philanthropic strategy for the University's Culture and Collections portfolio encompassing the Fitzwilliam Museum, Kettle's Yard, and the University Library, as well as other museums, collections, and cultural initiatives across the University.

The potential of this portfolio is significant. Cambridge's eleven museums and world-class collections reflect centuries of scholarship, public engagement, and philanthropy. From the foundational gift that created the Fitzwilliam Museum in 1816, to the transformation of Jim and Helen Ede's home into Kettle's Yard, and the extraordinary holdings of the University Library, these resources are integral to the University's research, teaching, and civic mission.

Each institution is actively developing its next phase of philanthropic growth. At Kettle's Yard, a £5 million endowment campaign is now underway to secure the gallery's long-term sustainability, with a focus on community outreach, a senior curator for the house, and support for artists to create and exhibit work.

At the University Library, Herzog & de Meuron have been appointed to develop a long-term spatial plan opening a new chapter of capital and strategic fundraising.

With a new vision and mission in place, the Fitzwilliam Museum is transforming into one of the world's leading university museums for the future. Ambitious growth for philanthropy is particularly focused on learning and community programmes, exhibitions and preparedness for its Masterplan.

The Director of Development will work closely with institutional leaders to refine philanthropic priorities spanning posts, collections curation, exhibitions, education programmes, research, digitisation and capital needs. The role requires significant coordination across internal and external stakeholders, providing strategic oversight, guidance, and accountability for a complex and high-performing team.

You will lead a team of four fundraisers, directly line managing three who are each responsible for securing major and principal gifts (six, seven figures and above) from individuals, trusts and foundations, and corporate partners, both in the UK and globally. You will be accountable for fundraising performance, team management, and alignment with departmental key performance indicators (KPIs) and prospect strategy.

You will work collaboratively across the wider Development Management Team to ensure a joined-up, coordinated approach to major gifts fundraising, including legacy and international engagement, and will represent Culture and Collections at the most senior levels of the University.

This is a significant opportunity to lead one of Cambridge's most compelling philanthropic programmes building on strong foundations, deep public resonance, and outstanding institutional leadership.



# 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 the next 18 months, 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.

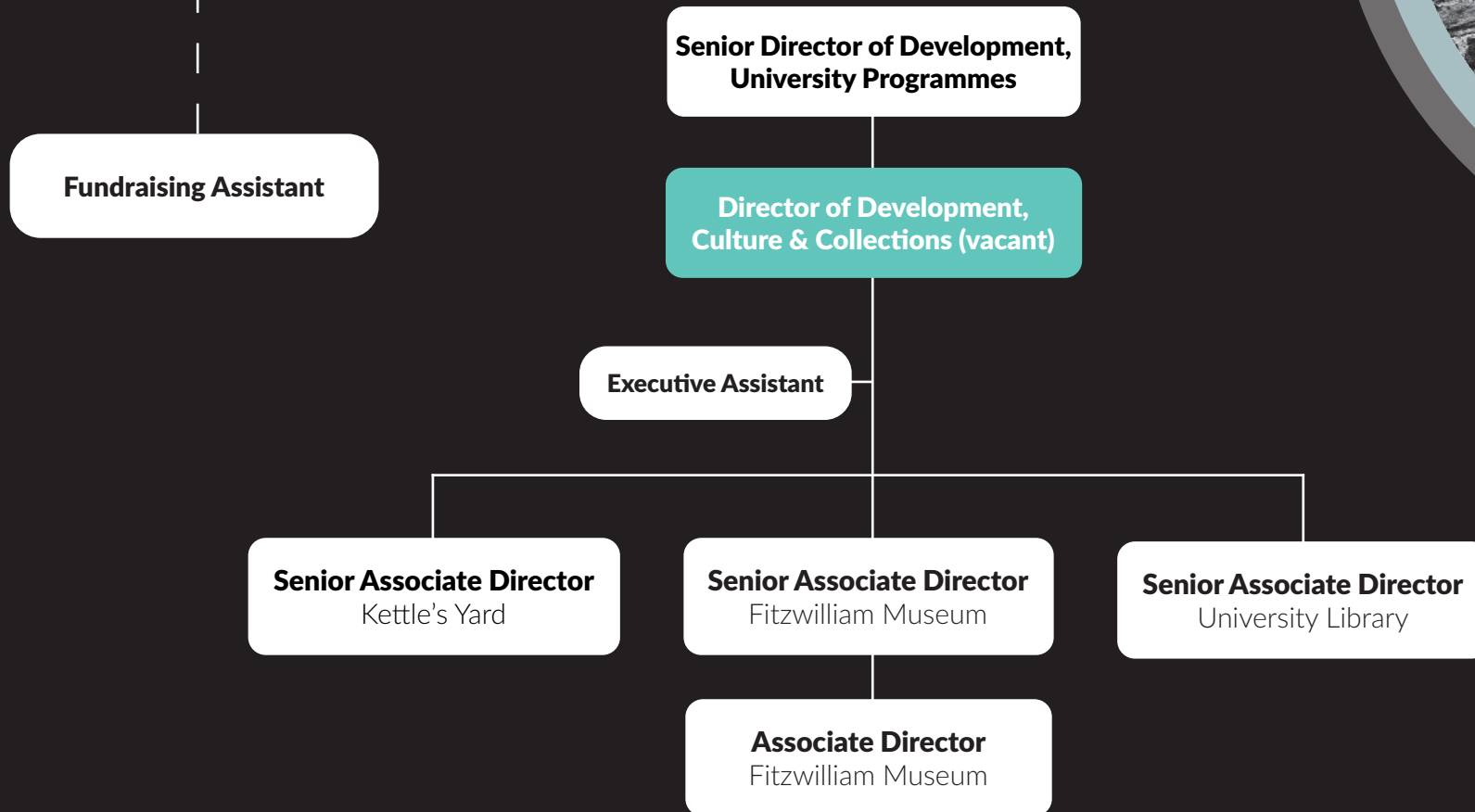
We are proud to support our Major Gift Officers in participating in the Major Gift Officer Learning Series — a fundraising curriculum informed by research and industry best practice. These sessions provide valuable development opportunities and help build long-term career potential.

[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 - Culture & Collections



# Job Description

## Key Duties and Responsibilities



### Leadership / Management

- Lead and manage the Culture and Collections team to deliver six, seven and eight figure plus gifts to the University and deepen relationships with current donors and supporter engagement as a community.
- Recruit, induct, coach, develop and line manage Culture and Collections team members; 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.
- Set responsibilities for team members with clear processes in place to manage performance transparently and in the best interests of the university. Take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility within the team.
- Monitor team members' performance against agreed KPIs annually, including total funds raised, donor visits made and moves through prospect management cycle within timeframe.
- Lead, organise and manage the work of the team members to ensure integration with activities across the advancement office to meet collective goals. Align work with the Schools Based, Principal Gifts, University Strategic Initiatives Team International and Regional teams and Cambridge in America fostering coordinated teamwork and support.
- Ensure that all activities of Culture and Collections team meet the agreed budget and that financial risks are actively managed.
- Influence senior internal stakeholders, leadership volunteers across Collegiate Cambridge, and potential alumni and non-alumni donors.
- Develop and strengthen the understanding of principles of major gift, corporate and foundation fundraising among institution leaders by means of workshops, seminars, and one to one conversations and training. Carry out training of other development colleagues as needed, particularly on the specific qualities of the donor constituency and the unique giving opportunities and methods of giving (such as Gifts in Kind and loans/gifts of works of art/books and manuscripts).
- Ensure that information relating to university wide giving is collected, organised and managed effectively according to university protocols.



# Job Description

## Key Duties and Responsibilities



### Strategic Management

- Actively participate as a member of the Development Management Team contributing to the formulation and implementation of advancement strategy, plans & objectives in line with the University's overarching strategy.
- Input into overall strategy for Development and Alumni Relations, contribute to the formulation of the annual plan and budget allocations, determine the strategic and operational plans for the programme.
- Provide strategic advice to the university leadership team, high level University policy and decision-making committees, on relevant development issues.
- Help the Cambridge Collections community to become an industry leader by identifying and employing sophisticated tools for effective delivery of fundraising best practice.
- Create and implement fundraising plans for assigned priority projects. Develop the approach to university-wide collections fundraising to build scale over time including the embedded schools-based museums and collections.
- 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.

### Interdisciplinary Strategic Initiatives

- Partner closely with the Executive Director, Senior Director of Development and other members of the Development Management Team to drive the creation and implementation of fundraising plans for strategic collection initiatives and projects in line with University priorities.
- Develop institutional fundraising strength in the planning and execution of University museum masterplans and initiatives, and emerging venture philanthropy opportunities.
- Work with senior leaders and academics in the University to develop strategies that will advance fundraising plans and priorities.
- Develop and drive best practices and business models that achieve buy-in and participation from Academics and University leadership around projects. Catalyse fundraising partnerships between School, non-School institutions and other units which support institutional priorities and enhance strategic opportunities.
- Convene working groups to articulate needs and drive fundraising efforts around strategic collections initiatives. This is likely to require the management of conflicting views across a disparate network of professionals and bringing these discussions to workable resolution to enable focussed fundraising planning and activity to proceed.
- Coordinate prospect management related to collections initiatives including creating potential prospects lists. Participate in leadership gift strategy sessions and planning meetings designed to provide input.



# Job Description

## Key Duties and Responsibilities



### Major and Principal Gift Fundraising

- Manage a personal portfolio of major and principal gifts prospects to deliver philanthropic income to agreed targets.
- Secure major gifts of £1million plus to meet prioritised fundraising needs of the University.
- Manage a personal portfolio of major and principal gifts prospects to deliver philanthropic income to agreed targets.
- Identify new prospects, cultivate and negotiate with potential major gifts donors to Cambridge.
- Steward a range of high-net-worth individuals to sustain their connection with Cambridge and cultivate support.
- Manage the proposal process for securing donations in collaboration with university collections setting cultivation and solicitation plans for approaches to key donors.
- Collaborate with, advise and brief members of university staff, faculty, key alumni volunteers and other University contacts to enable them to secure significant gifts from individuals/institutions.
- Work with DMT colleagues to identify high-value prospective donors ensuring key leaders in Collegiate Cambridge, and in particular the VC, are used to the best effect to deliver on major gift proposals.
- Meet personal KPIs as agreed with the Senior Director of Development at the start of each financial year.



# Job Description

## Key Duties and Responsibilities



### Relationship Management

- Build and maintain strong relationships with lead collection stakeholders, curators, academics champions, University fundraising volunteers and University leaders to understand, help define and support the funding plans of the University's collection strategic priorities. The role will involve close collaboration with the Schools, Regional and International team, University collections strategic Initiatives team, curatorial and external affairs colleagues, and Cambridge in America.
- Approve masterplan plans submitted by the museum and collection teams to deliver on prioritised needs and ensure they are executed effectively.
- Identify, train, coach and support key staff across the University to enable them to take part in key gift solicitations to deliver major gift fundraising success.



# Person Specification



## Education and qualifications

- Post-graduate qualification would be desirable or equivalent level of experience.

## Relevant experience

- Significant experience of working in a senior fundraising role in higher education, culture, or heritage sector.
- Major gift fundraising skills and experience of delivering seven and eight figure solicitations from individuals, corporates and foundations and trusts in the UK and globally.
- Significant experience of the management of key level relationships with high-net-worth corporations and business leaders.
- Successful track record of managing complex key accounts.
- Proven track record in working with academic leaders.
- Experience of team management and fundraising performance management and implementing systems required to ensure delivery against defined performance measures.
- The ability to relate effectively to the academic community and its aims.



# Person Specification



## Specialist knowledge and skills

- The ability to communicate and to be persuasive across a variety of senior individuals, committees, and outside the University in the UK and worldwide as appropriate, each of which have a variety of outlooks, aims and objectives.
- A combination of personal sensitivity, creativity and tact when working with senior academics, development colleagues and prospective major donors to the University.
- Provides direction on how to manage conflicting priorities and tensions.
- Builds and manages mutually beneficial partnerships and networks, both internally and externally, to create opportunities for the University.
- Demonstrates a willingness to take difficult strategic decisions and an ability to resolve complex problems.
- Takes a strategic view and creates long-term plans for the institution/area of responsibility. Promotes a shared vision for the University.
- Encourages and facilitates the learning and development of others. Demonstrates enhancement of individual and team potential through giving clear direction, guidance and feedback on performance. Ability to lead, build and work within teams effectively.
- Negotiates and influences at senior management level using persuasive arguments. Identifies clear aims in negotiations and achieves satisfactory outcomes. Ability to communicate concepts and ideas drawing on relevant data as appropriate.
- Fosters a culture of innovation to build the University's capability. Identifies and champions new approaches for improving organisation results and achievements. Ability to lead through change and help teams defines their function.
- 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.

## Additional Requirements

- Demonstrable evidence of managing and delivering a successful major gift programme.
- Experience of building and directing a team of fundraising professionals.
- Experience of fundraising performance management and implementing systems required to ensure delivery against defined performance measures.
- Evidence of successful major campaign management.
- Excellent negotiation skills.
- Demonstrable capacity to analyse, think critically, strategically and to innovate, both to promote innovation and resolve/ respond to problems.



# 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

Competitive salary plus significant market supplement is available where needed to ensure that the University is able to attract leading professionals to this critical position.

## 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

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.](#)

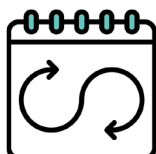
## Retirement age

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](#)



# Moving to Cambridge?

## Here's what we can offer you



### Living in Cambridge

Cambridge is a vibrant, historic city known for its stunning architecture, world-class museums, and cultural richness. Whether you're strolling through the University's ancient Colleges, exploring the scenic River Cam, or enjoying a show at the Corn Exchange or Arts Theatre, there's always something to see and do. The city also offers a lively food scene, with great restaurants, cafés, and bars scattered across Bridge Street, Regent Street, and Cambridge Leisure Park. Annual events like the Cambridge Folk Festival and Science Festival further enhance its cultural appeal.

With our office centrally located at 1 Quayside Bridge Street, you will be perfectly positioned to enjoy Cambridge's offerings on a regular basis. From boutique shopping and the historic market to peaceful green spaces and riverside walks, everything is just a short stroll away. Whether it's grabbing lunch at a nearby café, unwinding by the river after work, or catching a theatre performance, the vibrant energy of Cambridge is right on your doorstep.

Beyond the city's charm, Cambridge is surrounded by beautiful green spaces, the Cambridgeshire Fens, and historic sites like Ely Cathedral and Newmarket Races. Its proximity to London, just 50 minutes by train, adds to its appeal, making it an ideal location for those seeking both tranquility and the buzz of city life.

### Relocation from Outside the UK

The University has an arrangement with three international removers and shippers, to undertake the removal of household effects to Cambridge from overseas.

### Reimbursement of Relocation Expenses

Reimbursement is available for moves within the UK provided your previous residence is not within reasonable daily travelling distance and as a consequence of the move you are changing your main residence rather than acquiring a second home.

### Visa Loan Scheme

Staff members have access to the Visa Loan Scheme, which provides loans of up to £8,000 to use towards meeting the costs associated with Tier 2 visas for staff members and their dependents.

### Rental Deposit Loan Scheme

The University is committed to providing employee benefits which support staff in securing living accommodation in and around Cambridge. The Rental Deposit Loan Scheme provides an interest-free loan of up to £3,000. This can be used for some of the costs associated with private rental accommodation, such as initial deposit, first month's rent and other fees.

### Accommodation Services

The Accommodation Service exists to help you in your search for a home in Cambridge. We have over one hundred years' experience of assisting members of the University to find accommodation. We provide access to properties, both within the private sector as well as University-owned properties, which includes newly constructed, purpose-built and highly sustainable homes for staff in a new district at the North West Cambridge Development.

# 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 **midnight on the 27th July 2025.**


First round interviews for this position are anticipated to take place **in the week commencing the 11th of August.**


Second round interviews for this position are anticipated to take place on the **20th of August.**

## What to expect...

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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.
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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.
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3 During your first round interview, we will spend time finding out more about you and your experience. These interviews are usually done virtually, but may be in person depending on the role. There may also be a test, presentation or task.
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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](mailto:Jo.vanRiemsdijk@admin.cam.ac.uk)**

