



UNIVERSITY OF  
CAMBRIDGE

Development  
and Alumni  
Relations

# Careers in Development and Alumni Relations



**Candidate Information Pack**  
Associate Director, London

May 2024

## Letter From Matt Hann



### Dear Prospective Candidate,

**Thank you for your interest in the position of Associate Director, London; I am delighted that you are interested in this very exciting role.**

Development and Alumni Relations is a dynamic and friendly place to work – and now is an exciting time to join the team. Having recently closed our £2 billion 'Dear World, Yours Cambridge' campaign, we're already looking beyond this milestone and investing in the team that will take us on to further success in the future.

The International and Regional Programmes Team has doubled in size in recent years, benefitting from increased investment from the University. Our aim is to strengthen our networks of alumni and supporters across the globe, including London, which is home to many of our alumni and existing major supporters. Working alongside colleagues focussing on specific geographies around the world, you will be part of a team that puts donors at the centre of its work, building long-lasting global relationships for the benefit of the Collegiate University.

Reporting to the Head of Development, London, you will work with academics across the full breadth of the Collegiate University, giving you the opportunity to pursue truly donor-centric major gift fundraising. In a team and University characterised by ambition and the pursuit of excellence, you will find yourself among academic and development colleagues who are among the very best in the business.

As Associate Director, you will build relationships with individuals, trusts and foundations, generating six and seven-figure gifts. Your strategic acumen and diplomacy will be instrumental in articulating funding needs and matching them to donor interests effectively. The role will focus on donors based in London but may entail further travel within the UK and will involve working with some of the University's most important longstanding supporters. Building our network and realising how we might strengthen the global community of supporters will be critical to your success in this role.

Philanthropy at Cambridge changes the world for the better. This role is an opportunity to play a key role in this, helping us build on the incredible successes we have already had.

If you're curious about research, skilled at cultivating and maintaining relationships and would like to work in a fast-paced environment representing prestigious academic programmes and cutting-edge research to external constituents then this might just be the perfect role for you!

If you would like to discuss this very exciting role then please do feel free to get in touch for an informal conversation.

Best wishes,

**Matt Hann**  
**Head of Development, London**

## The Position

Here at the University of Cambridge's Development and Alumni Relations office, we are looking to recruit the role of Associate Director, London to join our successful and rapidly expanding fundraising team. The position sits in the International and Regional Programmes Team, reports to the Head of Development, London, and will be responsible for raising philanthropic support from constituents in the region.

The University is fortunate to have received several very significant benefactions from donors in the UK, predominantly based in London. These generous contributions have had a great impact on several major University priorities.

We are developing a robust pipeline for future support, strengthening connections with alumni and supporters to secure further significant gifts.

You will build on existing relationships and build new relationships with potential supporters. A significant part of the work will involve developing and building a pipeline, identifying and qualifying new prospects, with the aim of building strong and sustainable relationships. This position represents an exciting opportunity to be part of a team developing 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.

You will help the University to develop long-term holistic partnerships with high level donors and ultimately to secure financial support at the 6 and 7 figure level for the University's priorities including posts, student support, collections, and capital priorities.

The position of Associate Director, London, 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



We are a friendly, engaging and energetic 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 brilliant 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 success in 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.

To meet and grow our aspirations, the University has continued to invest in Development and Alumni Relations. This commitment allows us to lead our sector in innovating and transforming our approaches



# 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 310,000 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 with advancement counterparts in all 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 success and take us into the future.

[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 success 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-driven best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

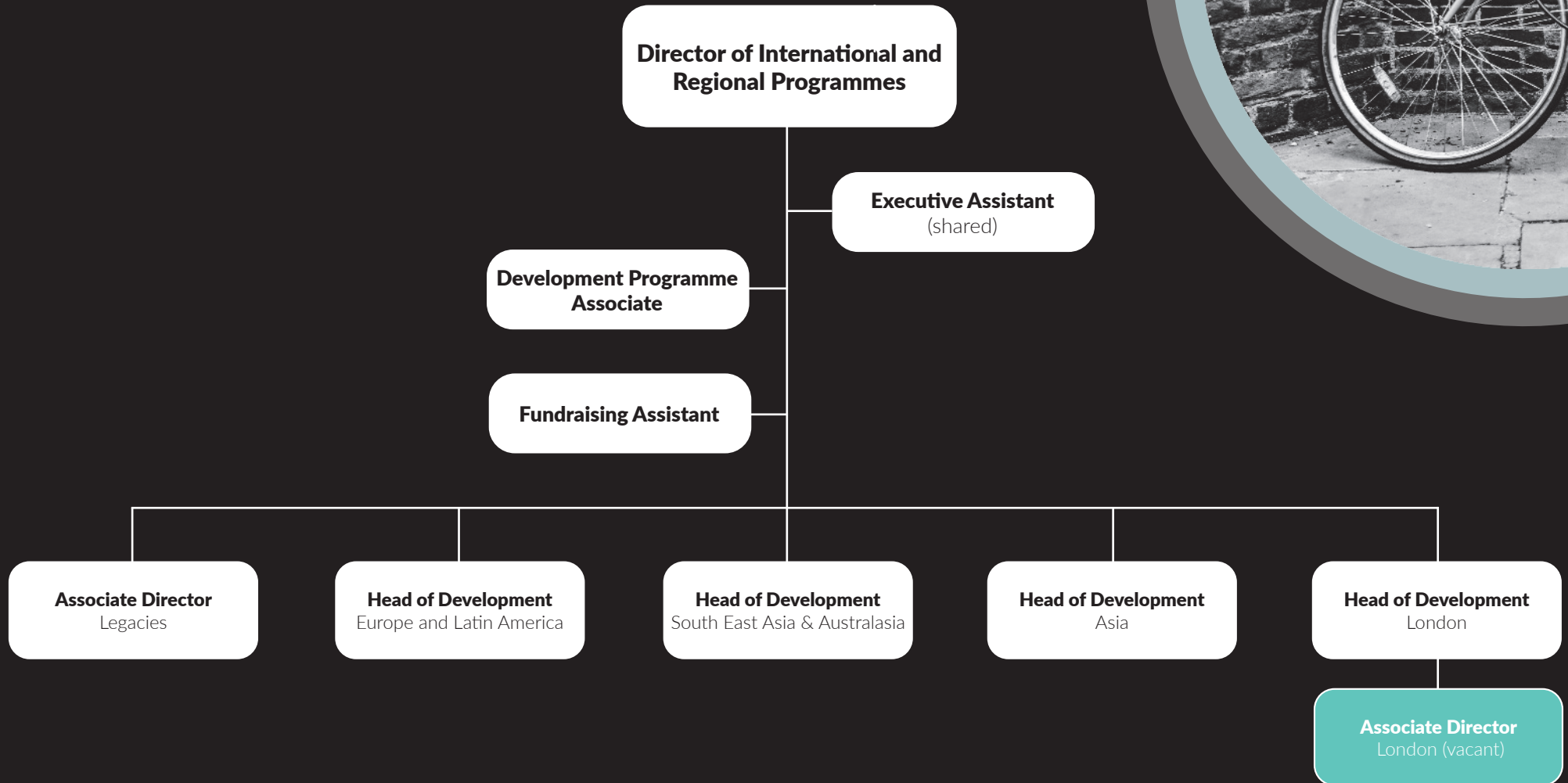
[Find out more about us.](#)

We strive to be values-driven and our Peer Recognition Initiative recognises individual members of staff each month who have demonstrated one or more 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 Programme



# Job Description

## Key Duties and Responsibilities



### Contribute to Fundraising Strategy

- With the appropriate involvement of academics, School/non-School institutional heads, and University leaders as well as University and Alumni Relations colleagues, contribute to a strategy and operational plan to optimise giving to University fundraising priorities.
- Based on knowledge and experience of major gifts fundraising success, provide guidance to University Development and Alumni Relations colleagues and academic and University leaders about fundraising priorities that are likely to find support from specific donor constituencies.
- Work with 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 the assigned Prospect Management Specialist), develop fundraising and prospect strategies 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.

### Gift Solicitation and Settlement

- Solicit and secure major philanthropic gifts (£100,000 to £5 million) from individuals, trusts and foundations and/or corporates as appropriate to meet the University's prioritised funding needs.
- 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 the Advancement Communications team and Development Programme Associates, make around 10 major gift solicitations for gift amounts between £100,000 and £5 million to support the University-wide priorities each year.
- In collaboration with University Development and Alumni Relations, academic and institutional colleagues, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.





# Job Description

## Key Duties and Responsibilities



### Cultivation of Major and Principal Gifts Prospects

- Work with the Line Manager, Prospect Development team, University colleagues and academics to identify prospects with whom the University will aim 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 between 50 and 60 potential major donors (i.e. organisations or individuals capable of making gifts between £100,000 and £5 million).
- Through conversation with academics, donors and volunteers, and by means of individual research, identify new potential donors with philanthropic interest in Cambridge.
- Make personal donor visits (c100 - 110 per year), 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 in articulated University fundraising priorities in particular.
- Refer qualified prospects to the relevant development colleagues within University Development & Alumni Relations and the broader Cambridge development community whose interests may lie elsewhere.
- Develop and implement cultivation/solicitation plans for potential donors to motivate significant gifts to match University-wide fundraising priorities.
- Become informed on Collegiate Cambridge's fundraising priorities and collaborate with colleagues to ensure that donors are presented with the fundraising opportunities that will resonate most strongly with them.
- Represent both orally and in writing to donors and potential donors the philanthropic priorities of 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 Campaign and to increase the likelihood of major gifts to University priorities.





# Job Description

## Key Duties and Responsibilities



### Management

- Develop and strengthen the understanding of principles of major gift fundraising among 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 colleagues as needed.
- 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 Development team to ensure effectiveness of pipeline management.
- 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).
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility within the team.

- 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 workable resolution to enable focussed fundraising planning and activity to proceed.

### Stewardship

- Rooted in 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 donors understand 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 reputation as a worthy and effective recipient of philanthropy.



# Person Specification



## Education and qualifications

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

## Specialist knowledge and skills

- Ability to relate effectively to the academic community and its aims.
- 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 and external stakeholders to work towards common goals and outcomes.
- Excellent negotiation and communication skills, both oral and written, with an ability to communicate persuasively with a variety of individuals and audiences.
- 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

## Relevant experience

- Proven track record in major gift fundraising and/or management of key relationships with high net worth individuals, corporates or trusts & foundations
- Proven track record in working with academic leaders or comparable leaders from other sectors.
- 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.
- Experience of working in Higher Education or not-for-profit sector would be useful, particularly

## Additional Requirements

- An active interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.
- The role requires working outside of office hours, and regular UK travel.

# Terms and Conditions



## Location

1 Quayside Bridge Street  
Cambridge CB5 8AB

We practise a hybrid working model and the successful candidate will be expected to be in the office for a minimum of two days a week.

This role will be granted the opportunity to work from home regularly but must be able 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 9, £45,585 to £57,696 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 9.

## 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 duties. 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, such as this role, the University operates a retirement age which is at the end of the academic year in which the University officer reaches the age of 67.

## 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.](#)



## Equality & Diversity

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.





# 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 9th June 2024.**

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

Second round interviews for this position are anticipated to take place the **week commencing the 24th of June.**

Please contact us on **DARTalentManagement@admin.cam.ac.uk** if you have any queries about this position.

