



UNIVERSITY OF  
CAMBRIDGE

Development  
and Alumni  
Relations

# Careers in Development and Alumni Relations



**Candidate Information Pack**  
Associate Director, Sustainability

May 2025

# Letter From Gordon Glick



## Dear Prospective Candidate,

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

It's a great time to join the team as we build upon the successful culmination of our £2 billion "Dear World, Yours Cambridge" campaign, which concluded ahead of our target. We are dedicated to maintaining our investment in a team that will drive our success, allowing us to bring to life the transformative projects and initiatives of the University.

In your role as Associate Director, you will be responsible for advancing the philanthropic goals of the Cambridge Institute for Sustainability Leadership (CISL) and related initiatives focused on climate change. You will devise and execute fundraising strategies to secure funding from alumni, non-alumni, trusts, foundations, and corporate entities, all while cultivating and engaging major donors and potential contributors in alignment with our fundraising objectives. Your expertise will play a pivotal role in major gift fundraising, with a particular emphasis on opportunities related to climate issues that leverage CISL's vast knowledge base.

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

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

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

If you possess curiosity, strong relationship-building skills, a track record in successful track record in major donor, corporate and/or trusts and foundation fundraising, and are seeking an exciting, flexible, and dynamic work environment, this is the perfect opportunity for you. Representing some of the most prestigious academic programmes globally, you will have a chance to make a meaningful difference, and I strongly encourage you to apply and to learn more about the opportunity. Once again, thank you for considering this incredible opportunity and I look forward to the possibility of working together to make a lasting impact.

Best wishes,

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

## The Position

Here at Cambridge University's Development and Alumni Relations office, we are now looking for our new Associate Director, Sustainability to join our successful and rapidly expanding fundraising team.

The Associate Director, Sustainability plays a vital role within the University's fundraising team. The role is focused on shaping and executing the institution's major gifts fundraising strategy, particularly concerning the Cambridge Institute for Sustainability Leadership (CISL). Reporting to the Senior Head of Development for Environmental Sustainability, this role is integral to securing philanthropic support for research, education and teaching in stemming the catastrophic impacts of climate change globally.

The primary responsibility of the Associate Director is to secure six and seven figure donations from individuals, including both alumni and non-alumni, as well as trusts, foundations, and corporations, both within the UK and internationally, as well as collaborating with senior fundraisers on eight-figure contributions. The role requires the development and execution of philanthropic strategy, managing a complex pool of donors and prospects, conveying funding priorities effectively and aligning these priorities with donor interests.

This role involves managing a prospect pool of approximately 50-75 organisations or individuals, engaging with some of the University's most promising potential and current donors and volunteers. The Associate Director will be instrumental in the upcoming major philanthropic campaign and will collaborate extensively with Development and Alumni Relations members and CISL to meet ambitious fundraising objectives.

Given the nature of this role, the Associate Director may be expected to occasionally work outside of regular office hours, and to undertake both 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 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.

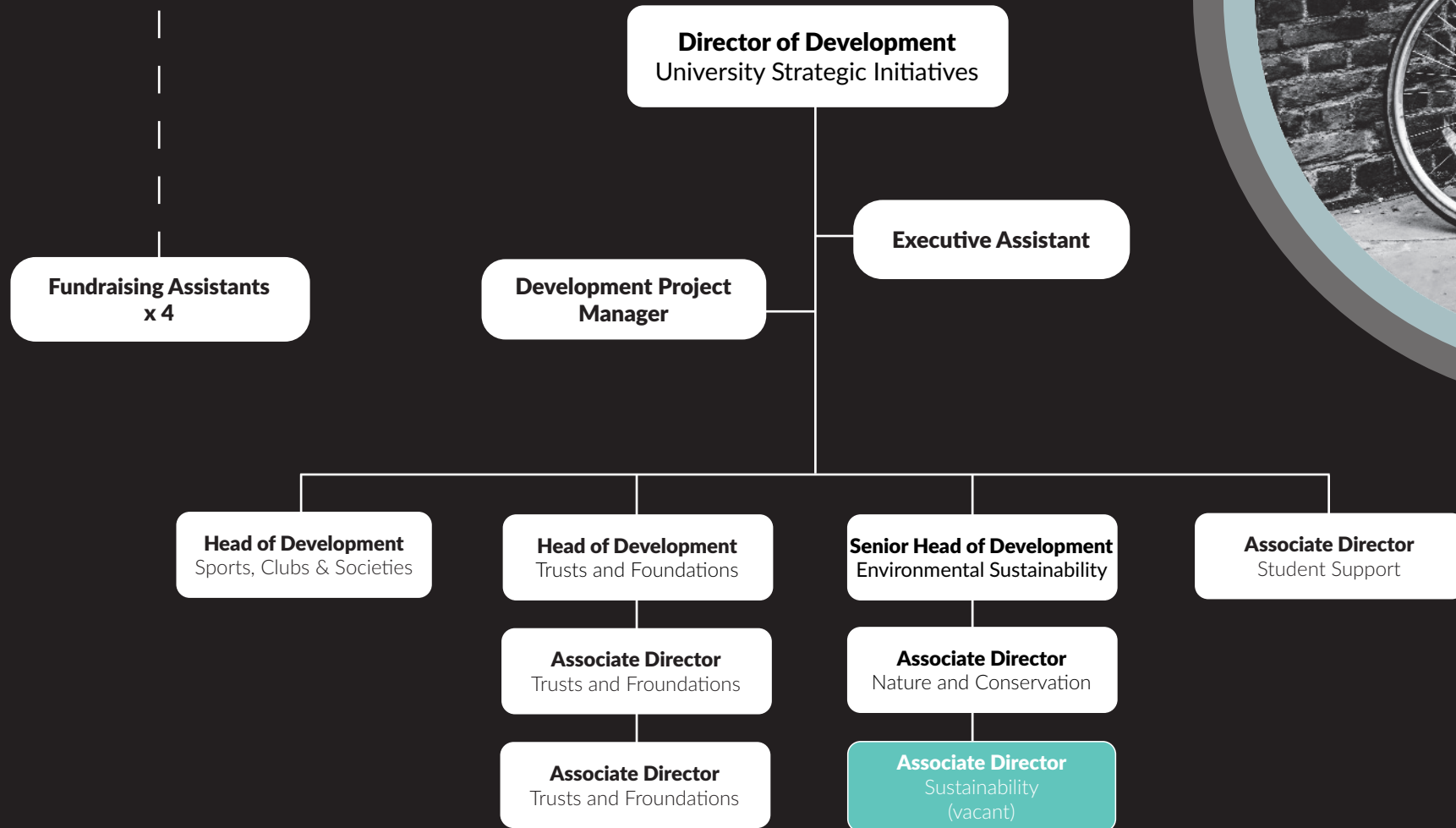
We are proud of our Major Gift Officer Learning Series – a bespoke fundraising curriculum based on research-inspired best practice in the fundraising industry and an exciting and career-building development and learning programme for staff.

[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](#)

# Organisational Chart

## Cambridge University - University Strategic Initiatives



# Job Description

## Key Duties and Responsibilities



### Development and Implementation of Fundraising Strategy

- Work with the Head of Department and senior staff, as well as the appropriate Development and Alumni Relations (DAR) colleagues to develop, refine and articulate prioritised fundraising needs for the department. Monitor these over time to ensure they continue to reflect department priorities.
- Develop an understanding of the Cambridge Institute for Sustainability Leadership's (CISL) unique role within the University and how it can contribute to collective University efforts on sustainability – unlocking routes to wider collective impact and more effective fundraising.
- Based on knowledge and experience of major gifts fundraising success, provide constructive feedback to the department to ensure that articulated department fundraising priorities are likely to find support among the donor community.
- Work with CISL and DAR communications colleagues to develop appropriate strategic support documents for priority projects and opportunities for dissemination to potential donors.
- Work with the Head of Department and CISL Senior Leadership Team (SLT) to develop the strategic and operational plans to deliver the priorities for the department, and agreed targets and activity plans in concert with the Head of Development, School of Technology. This will include at least four major impact projects, with specific plans and strategies to deliver the fundraising targets for those projects.
- Develop an understanding of the work of the department, sufficient to communicate our underlying aims and objectives of excellence in teaching and research to potential donors.
- In collaboration with the Prospect Development team, to develop paths to success including different funding sources (individuals and trusts and foundations) and develop prioritised work plans accordingly, including for the strategic use of academic champions.
- Given the strategic focus on sustainability across the university, work proactively and sensitively across departments and institutions within Collegiate Cambridge to ensure effective, joined up fundraising and internal stakeholder management.
- Communicate with DAR fundraising colleagues as department fundraising priorities emerge and develop.
- Prepare and deliver reports on fundraising progress and outcomes for regular meetings with CISL SLT. Make informed and well-supported recommendations for discussion and decision by CISL SLT.





# Job Description

## Key Duties and Responsibilities



### Stewardship

- Rooted in the principle that prior donors are the best future prospective donors, work closely with the Department 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 the department and 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.

### Deliver the Strategy - Cultivation of Prospects

- Work with the Prospect Development team, academics, donors and others to identify prospects with whom the department will aim to develop significant philanthropic relationships. These will primarily be drawn from high net-worth individuals (both alumni and non-alumni), as well as trust and foundations and corporates, in collaboration with the relevant major gifts colleagues.
- With the support of colleagues from the Prospect Development team, build and manage relationships on behalf of the Department and University, with potential donors capable of making gifts of at least £100,000, with special emphasis on donors capable of making gifts at £1M or more.
- Through conversation with academics, donors and volunteers, and by means of individual research, identify new potential donors with philanthropic interest in Cambridge and the department to add to their pool.
- Make personal donor visits, participate in events, and communicate with prospective donors with a view to assessing their philanthropic interest in Collegiate Cambridge in general and articulated department fundraising priorities in particular.
- Develop and implement cultivation/solicitation strategies with potential donors to motivate significant gifts to match department priorities.
- Represent both orally and in writing to donors and potential donors the philanthropic priorities of the University, including but not limited to those of the department.
- Ensure that potential donors from your pool who are interested in giving to Collegiate Cambridge priorities other than their department are passed for management to appropriate major gifts fundraising colleagues within DAR or the Colleges.
- With colleagues from other DAR teams, support departments in their communications and development work with alumni, in support of the key priorities.
- Working with colleagues in the Events and Alumni Engagement teams at DAR, devise and oversee strategic cultivation events, and events focussed on specific major needs involving academic champions and prospective donors to motivate greater involvement with the department and the campaign and to increase the likelihood of major gifts to department priorities.

# Job Description

## Key Duties and Responsibilities



### Gift Solicitation and Settlement

- Solicit and secure major philanthropic gifts (£100,000 to £1M plus) from individuals, trusts and foundations and corporates to meet prioritised funding needs of the department to which they are assigned in the context of on-going fundraising activity for Collegiate Cambridge, and a 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, make major gift solicitations for gift amounts between £100,000 and £1M to support Department priorities each year.
- In collaboration with CISL and with Development and Alumni Relations (DAR) colleagues, ensure University due diligence and adjacent CISL due diligence protocols are implemented in a timely manner to manage reputational risk without delay to solicitation.
- In collaboration with DAR and CISL 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



### Management

- Develop and strengthen the understanding of principles of major gifts fundraising among the Cambridge Institute for Sustainability Leadership (CISL) senior team and impact champions by means of workshops, seminars, and one-to-one conversation and training, with the objective of ensuring that these people can lead or contribute effectively to fundraising efforts.
- Work with CISL staff to improve capacity across the organisation to develop, deliver and manage fundraising work, building wider capabilities to deliver at scale.
- Carry out fundraising training of DAR or College development colleagues as needed.
- Manage volunteer relationships, including with any volunteer bodies created to support the Department's fundraising priorities.
- Ensure that information related to major gift fundraising work is collected, organised and managed effectively and according to the policies and protocols of the University. This includes the conscientious and timely updating of the alumni and donor database (Amicus) managed by DAR.
- Lead and manage the development function in relation to assigned department and to ensure coordination with the Development support teams.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility within the 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 team work and support between functional teams: e.g. work with the Prospect Development team to ensure effectiveness of pipeline management.
- Use existing structures within CISL together with developing new groups where required to articulate needs in more detail and to oversee regular discussions across departments on School-wide 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 experience.

## Relevant experience

- Proven track record of securing significant philanthropic investment or equivalent.
- Proven track record in working with academic leaders (or analogous leaders from charitable sector).
- Expert technical and professional skills in major gift fundraising including up to date knowledge of relevant legislation.
- 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, ideally one with links to a sustainability agenda.
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.
- An interest in a wider sustainability agenda, and the urgent need for change across systems, sectors and the wider society.



# 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/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 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 negotiations 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, informed by good strategic judgement and the ability to prioritise appropriately.
- Possess tenacity, drive and imagination.

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## Additional Requirements

- The ability to engage and identify with the ethos and objectives of the Department for delivering genuine real world impact through its activities, including research and teaching across disciplines.
- 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 outside of office hours, UK and occasional overseas 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 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 9 - £46,735 - £59,139

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

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

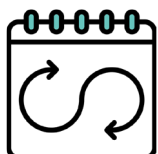
The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff BUT for established academic and academic-related staff, the University operates a retirement age which is at the end of the academic year in which the 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 **midnight on the 1st of June 2025.**


First round interviews for this position are due to take place in **the week commencing the 9th of June.**


Second round interviews for this position are anticipated to take place in **the week commencing the 16th of June.**

## What to expect...

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**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.
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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. This interview will be done virtually and 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?

**Sam Asbey**, Talent Acquisition Co-ordinator, will be your contact throughout this recruitment process, so if you have any questions, please let him know via email at [Sam.asbey@admin.cam.ac.uk](mailto:Sam.asbey@admin.cam.ac.uk)

