



UNIVERSITY OF  
CAMBRIDGE

Development  
and Alumni  
Relations

# Careers in Development and Alumni Relations



**Candidate Information Pack**  
Associate Director,  
Physical Sciences

June 2025

# Letter From Hiring Manager

## Meaghan Annear



### Dear Prospective Candidate,

**I am delighted that you are interested in this incredibly exciting role.**

Our office is a supportive and friendly place to work, and it is an exciting time to join us. We have recently closed our £2.2 billion 'Dear World, Yours Cambridge' campaign and are investing in the team that will take us beyond this campaign and into the future.

We're excited to be growing our team and are currently looking for a dedicated individual to join us in fundraising for the School of the Physical Sciences. Prior to my current role, I served as Associate Director and speak from first-person experience when I say that this role and the people we are fortunate to work with, are a never-ending source of inspiration. This is one of the most fascinating portfolios in our office with almost unlimited possibilities and engaged prospects. You will be fundraising for one of the most exciting and largest Schools of the University. A background in sciences is not required for this role, in fact, most of our science fundraisers have humanities backgrounds.

The School of the Physical Sciences brings together 8 significant Departments that all have an extraordinary history of discovery and innovation: Chemistry, Earth Sciences, Geography, Physics, Astronomy, Materials Science, Applied Mathematics and Theoretical Physics, and Pure Mathematics and Mathematical Statistics. The work in these Departments has contributed to 50 Nobel Prize award winners who have helped shape our views of the physical world.

The academics working in the School of the Physical Sciences are unlocking a better understanding of the origins of our universe, our environment and global sustainability, and developing technologies to enable energy transition. They are extraordinary to work with and engaged with fundraising and what philanthropy can do.

You will be working in the Schools Programme team which is a great team to be a part of. We are a warm, supportive and fun group who look out for each other and collaborate widely.

If you are intellectually curious, skilled at building relationships that last and would like to work in a fast-paced environment where you can raise some of the biggest gifts of your career then we would love to hear from you!

If you would like to discuss what I think is one of the most exciting and interesting jobs in our office, do please get in touch.

Best wishes,

**Meaghan Annear**  
**Head of Development, Physical Sciences**

## The Position

Cambridge University's Development and Alumni Relations office is looking for a new Associate Director to join our successful Schools Programme fundraising team focused on Physical Sciences.

The Associate Director is responsible for helping raise significant financial support for their Schools' strategic fundraising priorities. These priorities include raising funding for new posts, student support, and capital priorities.

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

The role holder is responsible for developing and implementing a strategy to secure major philanthropic support to meet prioritised needs, for articulating priority funding needs to engage potential donors effectively, and for matching those needs to particular donor interests.

Working collaboratively with other members of the Schools fundraising programme, they will advance their own fundraising plans and enable the team to meet its collective targets.

They 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 the line manager and will be reported on a regular basis to relevant stakeholders across the partner institutions.

The Associate Director will conduct regular prospect pool review and planning meetings with major gift fundraising colleagues and the Prospect Development team. They will need to work collaboratively and transparently with development colleagues from Cambridge in America, Cambridge's 31 colleges and the Development offices of other relevant partner institutions.

The role holder will build positive relationships with academics and University leaders to support the funding plans of the partnership's strategic priorities. Regular, credible interaction with senior stakeholders is an important element of this role.

They will work collaboratively with all members of the Office, their respective School and the wider Collegiate Cambridge development community to develop and deliver the plans to meet ambitious major gift fundraising targets.

The role requires occasional working outside of office hours and U.K. 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.

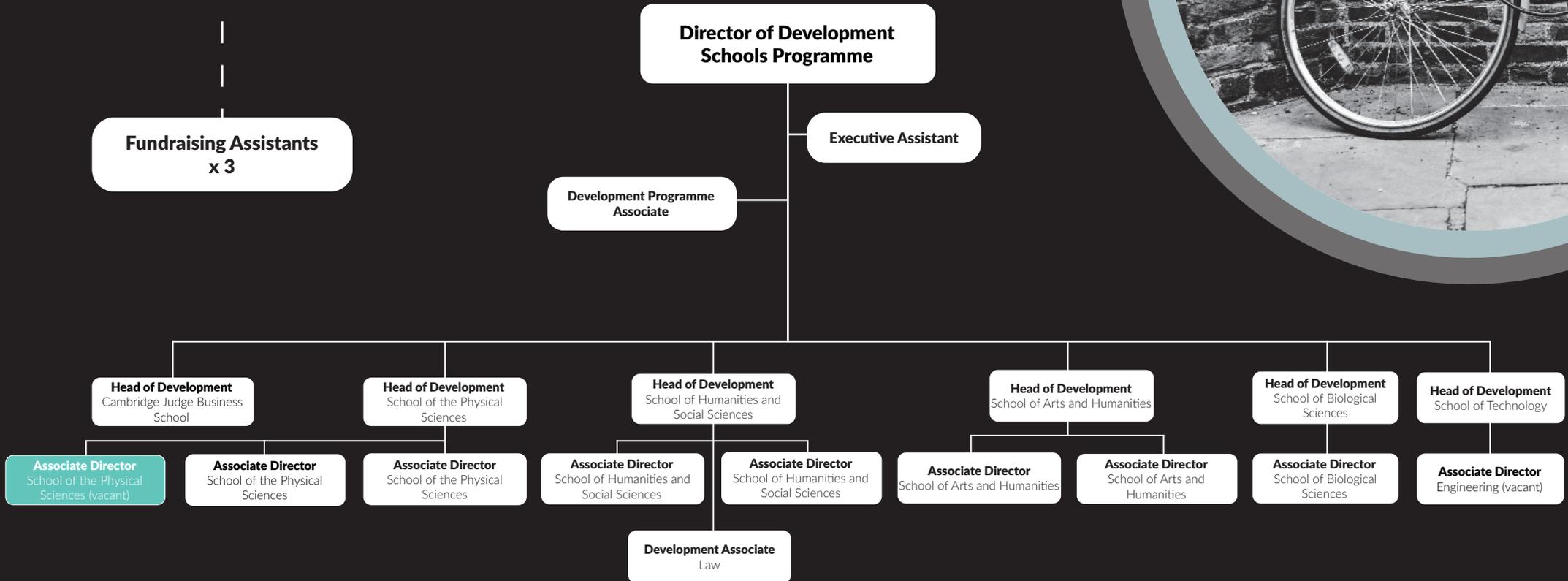
We are proud of our Major Gift Officer Learning Series - a bespoke fundraising curriculum based on research-inspired best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

[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



### Contribute to Fundraising Strategy

- With the appropriate involvement of academics, School/non-School institutional heads and University leaders as well as Development & 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 & 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 Development Prospect team, (and in particular, the assigned Prospect Management Specialist), develop donor gift pyramids and paths to success including different funding sources (individuals, trusts and foundations, and corporates) and develop prioritised work plans accordingly.
- Coordinate with colleagues across Collegiate Cambridge to ensure effective, joined up fundraising for all priorities.
- Develop effective relationships across Collegiate Cambridge to manage and coordinate approaches to prospective donors to avoid conflicts and promote Cambridge's interests and priorities effectively.

### 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.



# Job Description

## Key Duties and Responsibilities



### Cultivation of Major Gifts Prospects

- Work with the Line Manager, Development Prospect team, University colleagues and academics to identify prospects with whom the School will aim to develop significant philanthropic relationships.
- With the support of colleagues from the Development Prospect 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 to add to their pool.
- Make personal donor visits, participate in events and communicate by telephone and in writing with prospective donors with a view to assessing their philanthropic interest in Collegiate Cambridge in general and articulated fundraising priorities for the Schools in particular.
- Refer to relevant development colleagues within University Development & Alumni Relations (DAR) and the broader Cambridge development community qualified prospects whose interests lie elsewhere.
- Develop and implement cultivation/solicitation plans for potential donors so as to motivate significant gifts to match School fundraising priorities.
- Become informed on Collegiate Cambridge's fundraising priorities and collaborate with colleagues, including those whose fundraising focus is with a School or University-wide, in order to ensure that donors are presented with the fundraising opportunities that will resonate most strongly with them.
- 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 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 DAR or other development 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 team work and support between functional teams: e.g. work with the Prospect Information team to ensure effectiveness of pipeline management.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility within the team.
- Work collaboratively across the Development and Alumni Relations office, fostering coordinated team work and support between functional teams: e.g. work with the Development Prospect team to ensure effectiveness of pipeline management.
- The role holder will need to form groups to articulate needs in more detail and to oversee regular discussions across departments, Schools and Non-School Institutions on University priorities. This is likely to require the post holder to manage conflicting views across a disparate network of professionals, and bring these discussions to workable resolution to enable focussed fundraising planning and activity to proceed.



# Job Description

## Key Duties and Responsibilities



### Gift Solicitation and Settlement

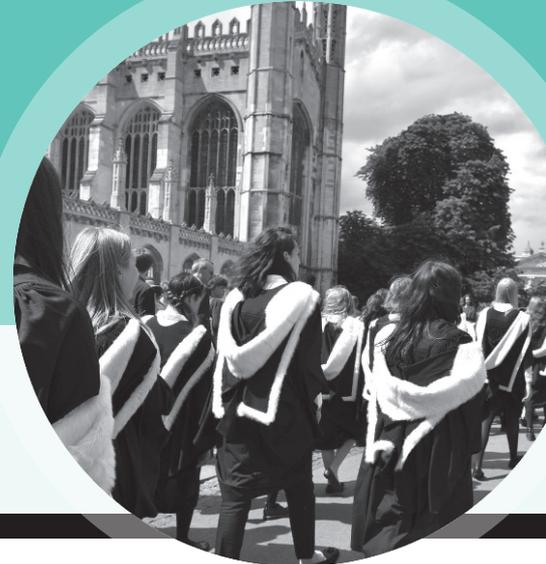
- Solicit and secure major philanthropic gifts (£100,000 to £5 million) from individuals, trusts and foundations and/or corporates as appropriate to meet the University's prioritised funding needs.
- Through in-person solicitation, either alone or in conjunction with academic champions or University fundraising volunteers, and/or by means of formal written proposals produced in collaboration with Philanthropic Communications Officers, make between 3 and 6 major gift solicitations for gift amounts between £100,000 and £5 million to support the University-wide priorities for the year.
- In collaboration with University Development & Alumni Relations, academic and institutional colleagues, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.

### Other

- 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 the Department.
- 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 Development Prospect team to ensure effectiveness of pipeline management.



# Person Specification



## Education and qualifications

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

## 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 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 possible to refer or seek guidance from senior staff.
- Tenacity, drive and imagination.

## 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.
- 

## Additional Requirements

- Experience of working in the higher education or not-for-profit sectors would be useful as would an understanding of Cambridge University, its mission and its need for external funding.
- An 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, UK and occasional 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 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 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.](#)

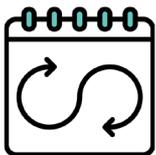
## Retirement age

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 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 **midnight on the 16th of June 2025.**

First round interviews for this position are anticipated to take place on the **25th of June.**

Second round interviews for this position are anticipated to take place on the **30th of June and 1st of July.**

## What to expect...

-  **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.
-  **2** If your application is successful, we'll contact you to let you know what you can expect from the process and arrange your interview.
-  **3** During your first round interview, we will spend time finding out more about you and your experience. These interviews are usually done virtually, but may be in person depending on the role. There may also be a test, presentation or task.
-  **4** If you are invited for a second round, you'll be invited to Cambridge to meet with various stakeholders. This will be a great opportunity for us to get to know you better and for you to see your potential 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.

## 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)

