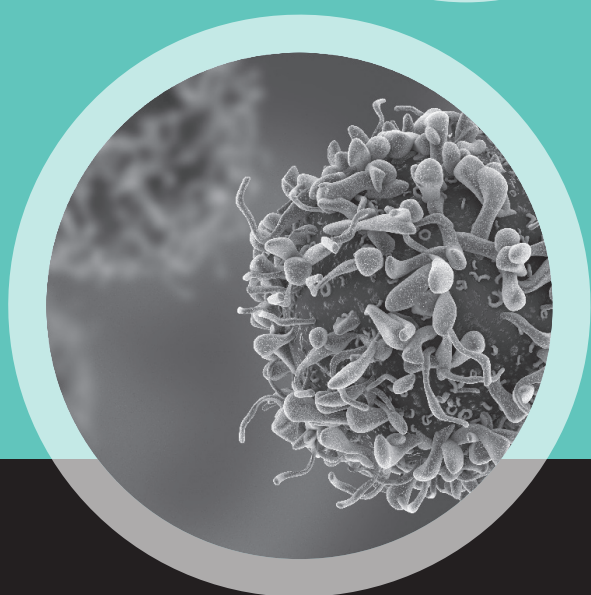




UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Careers in Development and Alumni Relations



Candidate Information Pack

Associate Director,
Cambridge University Health Partners

July 2025

Letter from hiring manager

Mary Jane Boland



Dear Prospective Candidate,

Thank you so much for your interest in the roles of Associate Director, Cambridge University Health Partners

Thank you so much for your interest in the role of Associate Director, Cambridge University Health Partners.

We are currently looking for a new person to join us as we build our team for the future. Cambridge's School of Clinical Medicine was ranked number one in the 2021 Research Excellence Framework and this role will involve working with academics whose research literally improves patient care around the globe.

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

Our office is a dynamic and friendly place to work. We are a team that looks to innovate, collaborate, and think creatively to support the academic mission of the University. We aim to work at the cutting edge of philanthropy for research and education and are looking for entrepreneurial and diverse mindsets to help us achieve this. It is an exciting time to join us as we look beyond our successful £2 billion Dear World, Yours Cambridge campaign which has just closed ahead of target. We are continuing to invest

in the team that will take us beyond the campaign and deliver the transformational projects and initiatives that the University has in its sights.

As an Associate Director for the Cambridge University Health Partners, you will help the University to develop long-term, holistic partnerships with high-level donors and to secure support for the School's top priorities. This role provides an excellent opportunity for someone who is hard-working, passionate and a great self-starter, preferably with an exceptional track record in major gifts fundraising or equivalent commercial experience and is looking to have a major impact on a world-renowned institution.

In return, you will be part of a health fundraising team which is committed to securing donations to help continue and expand the extraordinary work already going on at the Cambridge Biomedical Campus.

Thank you again for your interest – we look forward to hearing from you.

Best wishes,

Mary Jane Boland
Director of Development,
CUHP

The Position

The Associate Director for Cambridge University Health Partners (CUHP) plays a key role in the fundraising efforts of CUHP, reporting directly to the Head of Development for Brain and Mind Health.

Half of this role will involve working with The Healthcare Improvement Studies Institute (THIS) by developing and delivering a tailored fundraising programme. The second half of this role will involve working on a range of health fundraising priorities - working closely with academic leaders and champions to shape strategies, refine these priorities, and raise funds from a wide range of sources, including alumni, non-alumni, trusts and foundations, and corporates.

The Healthcare Improvement Studies Institute (THIS Institute) aims to advance research into how to improve and innovate in quality and safety of patient care to make it safer, higher quality, lower cost, and more sustainable, and deliver a better experience for patients and staff. The institute hosts around 60 staff including world-class researchers, an outstanding communications and engagement team, and an exceptional research support infrastructure. Its highly inclusive approach combines academic rigour with the real concerns of patients and healthcare staff, bringing people together to understand problems, create shared visions, co-design solutions, and evaluate them.

The Associate Director contributes to the overall success of major gift fundraising across Collegiate Cambridge and is a vital member of the CUHP major gifts team. Their work spans several areas within medical fundraising at Cambridge, including diabetes and global health, with a strong emphasis on alumni engagement and wider donor development.

The role requires the postholder to raise significant philanthropic support for THIS and for CUHP, particularly to fund research, key posts, and student support. They are expected to secure gifts in the six- and seven-figure range from individuals, trusts and foundations, and corporate partners both in the UK and internationally. The Associate Director will develop and lead strategies to secure this major support, manage a complex portfolio of donors and prospects, and align University funding needs with donor interests.

Collaboration is key to the role. The Associate Director reports to the Head of Development, Brain and Mind Health and works closely with the Director of Development for CUHP to ensure fundraising efforts align with the broader goals of the University and CUHP. Their contribution supports the long-term growth and success of medical fundraising and the strategic priorities of the University.



The Healthcare Improvement Studies Institute (THIS Institute)

Welcome to
THIS.Institute



The Healthcare Improvement Studies Institute (THIS Institute), based at the University of Cambridge, is dedicated to strengthening the evidence base for improving the quality and safety of healthcare. Its focus is on conducting rigorous, applied research that informs how healthcare is delivered and how it can be improved in ways that are practical, effective, and sustainable.

A distinctive feature of THIS Institute's approach is its emphasis on collaboration. It works closely with NHS staff, patients, researchers, and policy makers to ensure that its research is grounded in real-world experience. This inclusive model ensures that the solutions developed are both evidence-based and aligned with the needs of those delivering and receiving care.

The Institute supports a range of research programmes and fellowships, and leads initiatives such as Thiscovery—an online platform that enables large-scale participation in healthcare studies. Since its establishment in 2018, THIS Institute has built a strong reputation as a leader in healthcare improvement research, contributing to national conversations through publications, events, and strategic partnerships.

Led by Professor Mary Dixon-Woods, THIS Institute continues to shape how evidence is generated and applied in healthcare settings. Its work plays a vital role in informing policy, guiding practice, and ultimately, supporting better outcomes for patients and healthcare professionals alike.



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.

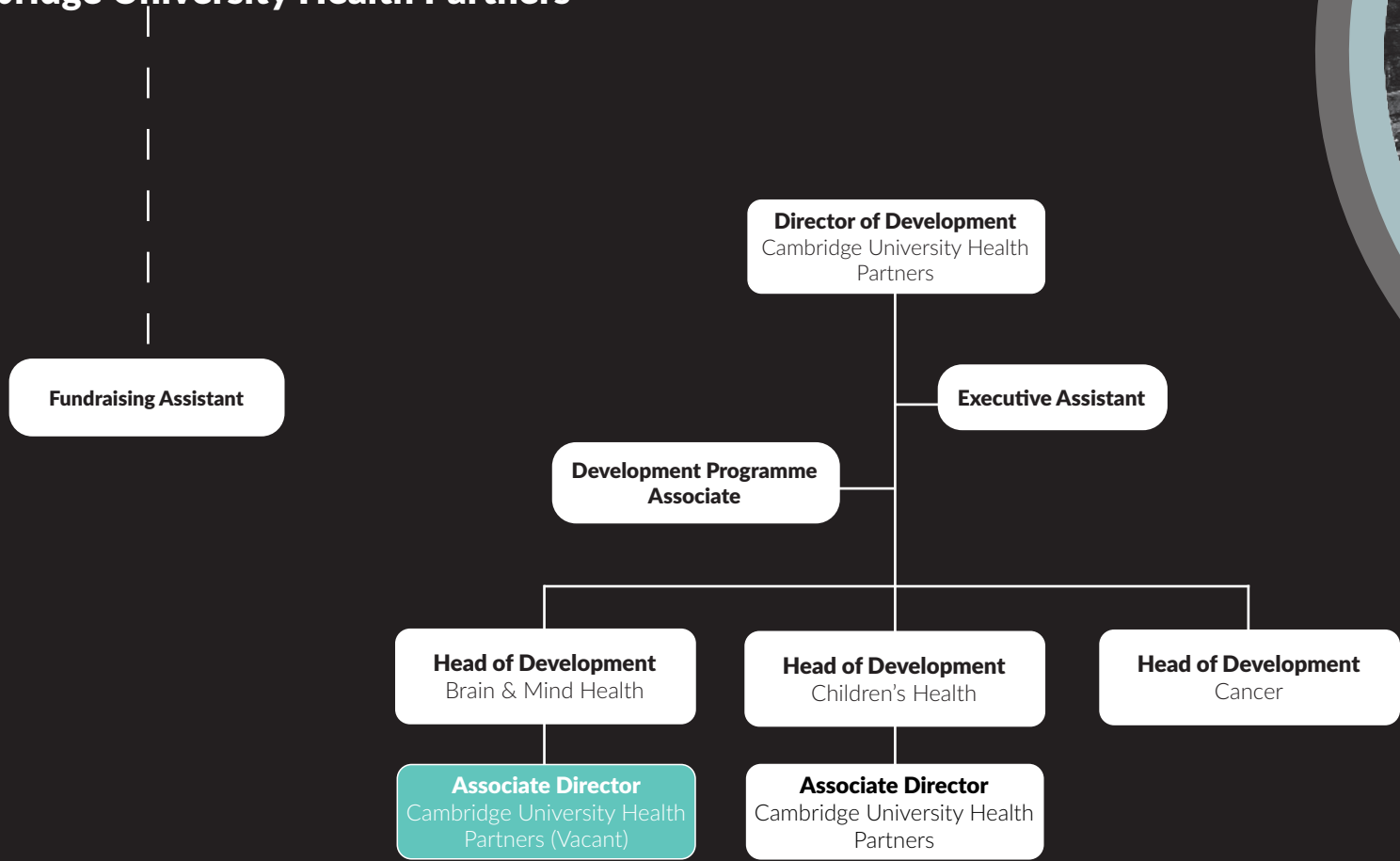
We are proud of our Major Gift Officer Learning Series – a bespoke fundraising curriculum based on research-inspired best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

[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 Health Partners



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 & 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, 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 Director of Development CUHP, the Development Prospect team, University colleagues and academics to identify prospects with whom the focus Department and Institutes 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 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 University fundraising priorities in particular.
- Refer to relevant development colleagues within University Development and Alumni Relations and the broader Cambridge development community qualified prospects whose interests 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, including those whose fundraising focus is with a School or University wide, 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 (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 Management and Business Intelligence 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) managed by DAR.
- Lead and manage the development function in relation to corporates/trusts and foundations/ international donors and coordinate with the Development Office support teams as well as with University leaders and academics to maximise fundraising success.
- 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 focused 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, fellow fundraisers or University fundraising volunteers, and/or by means of formal written proposals, make between 5-10 major gift solicitations for gift amounts between £100,000 and £5 million to support CUHP priorities each year.
- In collaboration with 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.



Person Specification



Education and qualifications

- A post-graduate qualification would be desirable.
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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.
- 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.
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Additional Requirements

- Experience of working in Higher Education or not-for-profit sector would be useful and in particular 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.
- 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.
- 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

18 months fixed term contract.

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.](#)

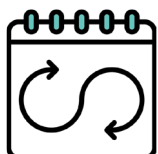
Retirement age

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 13th of July.**


First round interviews for this position are anticipated to take place **in the week commencing the 21st of July.**


Second round interviews for this position are anticipated to take place **in the week commencing the 28th of July.**


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 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.
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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?

Jo van Reimsdijk, *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

