



UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Careers in Development and Alumni Relations



Candidate Information Pack

Associate Director,
Trusts and Foundations (maternity cover)

July 2025

Letter From the hiring manager Emma Griffiths



Dear Prospective Candidate,

Thank you for your interest in the maternity cover position of Associate Director, Trusts and Foundations. I am pleased to share with you this exciting opportunity to join the University of Cambridge's Development and Alumni Relations team and play an impactful and pivotal role in the Trusts and Foundations team.

It's a great time to join the team as we embark on the planning for a new campaign following the success of the previous £2 billion "Dear World, Yours Cambridge" campaign, which concluded ahead of target.

The role will work closely with colleagues in the Development Team and across the University and Collegiate Cambridge, focusing on interdisciplinary priorities such as AI, climate and sustainability and global health. The position will include engaging with existing and new UK and international funders, developing compelling funding proposals, and securing gifts at the six- and seven-figure level that will enable transformative priority projects and initiatives at Cambridge.

This role offers not only the opportunity to contribute meaningfully to one of the world's leading universities, but also to be part of a collaborative and supportive development community that is committed to professional excellence and learning. You will get the opportunity to work on some of the UK's largest Trust and Foundations partnerships, such as the £65million Cambridge and Mastercard

Foundation Programme as well as manage an established portfolio of strategic foundations across a fascinating variety of programmes.

As the Head of Development, Trusts and Foundations, I lead the Trusts and Foundations team who play 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 and stewarding philanthropic partnerships, and supporting colleagues across the university in fundraising from Trusts and Foundations.

Once again, thank you for considering this opportunity and I look forward to hearing from you.

Best wishes,

Emma Griffiths
Head of Development,
Trusts and Foundations

The Position

As we enter a new phase in delivering Cambridge's ambitious Strategic Initiatives Programme to secure partnerships and funding with trusts and foundations, the need for bold, innovative, and collaborative fundraising has never been greater.

We are looking for a skilled and experienced fundraiser, with a strong track record in securing grants, exceptional relationship-building and communication skills, and the ability to work autonomously and confidently alongside senior academic and institutional leaders.

As Associate Director, you will join an established, dynamic and highly collaborative team focused on growing philanthropic support from trusts and foundations. You will lead in managing an existing portfolio as well as identifying and approaching new philanthropic foundations. Working with colleagues across Cambridge to engage foundations and produce propositions for foundations at the 6-7 figure level and represent some of the most prestigious academic programmes globally. Your ability to respond to trust and foundation's interests and collaborate with Cambridge colleagues will play an important part in not only the success of Cambridge but also the groundbreaking research and talent that is addressing the world's greatest challenges.

The role requires a confident and thoughtful approach to relationship-building, both internally and externally and excellent written and verbal communication skills, and the credibility to work at the highest levels across the University. Just as importantly, you will be a team player who shares our values of integrity, ambition, and inclusivity.

The University of Cambridge is home to world-leading research, exceptional students, and a global network of alumni and partners committed to advancing knowledge for the benefit of society. Our work in Development and Alumni Relations plays a vital role in enabling this mission by engaging with foundations who share our vision and securing the philanthropic funding that drives transformational change.



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.

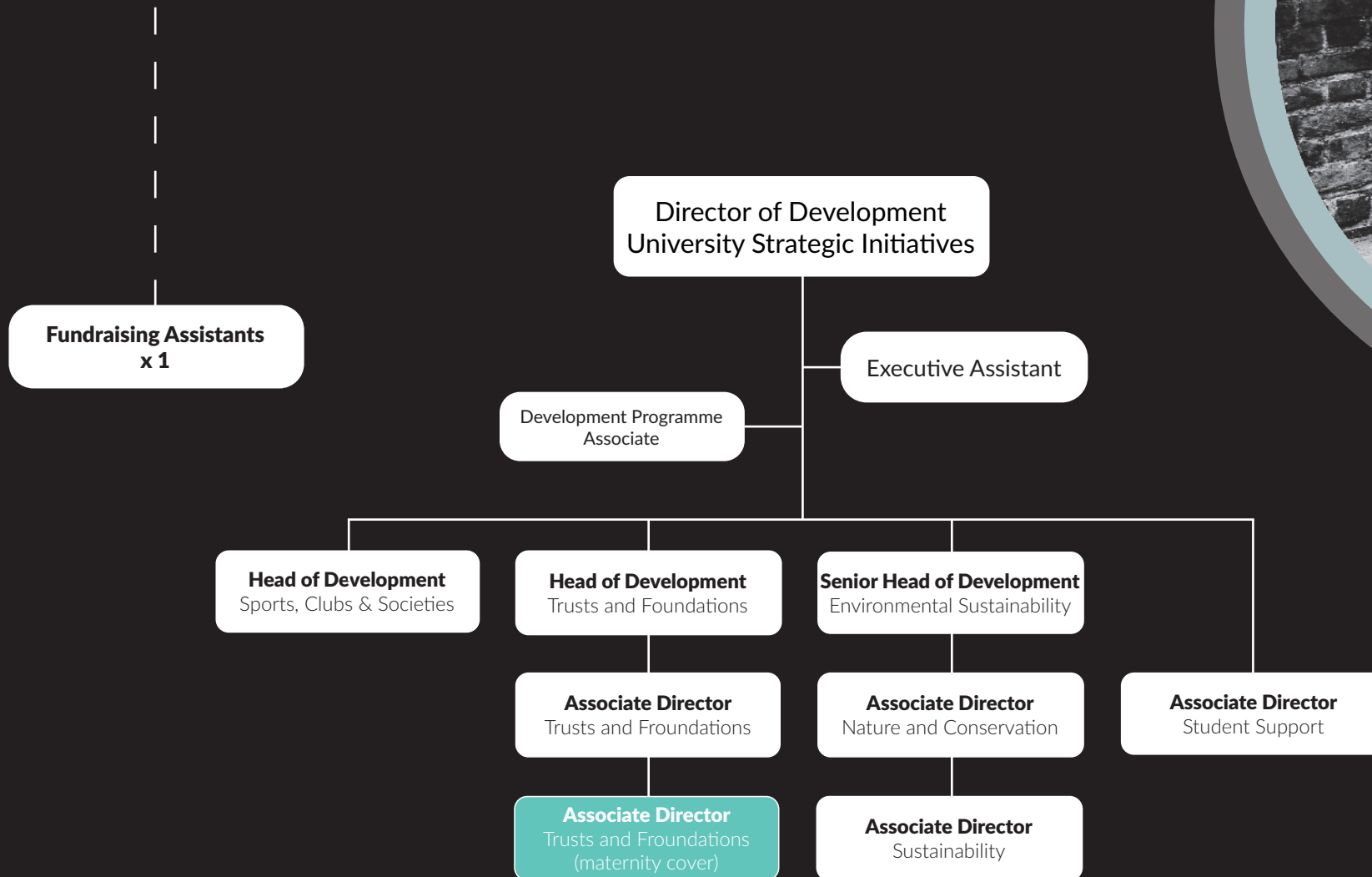
We understand that our progress is assured when we work collaboratively. We come from many different backgrounds and nationalities, and we know the positive contribution that difference, diversity, and mutual understanding bring to our workforce.

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 - University Strategic Initiatives



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 trust and foundations fundraising success, provide guidance to University Development & Alumni Relations colleagues, 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 Management and Business Development team, develop strategic fundraising plans for foundations in your portfolio.
- 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.
- Develop and strengthen the understanding of principles of major gift fundraising among academic champions and other leaders.



Job Description

Key Duties and Responsibilities



Cultivating Strategic Trust and Foundation Prospects

- Work with the Line Manager, Prospect Management team, University colleagues and academics to identify prospects with whom the University/School/Institution 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 trusts and foundations capable of making gifts at the 6-7 figure level.
- 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 visits to foundations, participate in events and engage prospective foundations with a view to assessing philanthropic interest in the Collegiate University in general and articulated University fundraising priorities in particular.
- Support relevant development colleagues within University Development & Alumni Relations and the broader Cambridge development community and key academics leading priority programmes.
- Develop and implement cultivation/solicitation plans for potential foundation donors so as 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, 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 foundation partners and potential donors the philanthropic priorities of the University.
- Working with colleagues in the Events team, devise and oversee stewardship events for foundation prospects involving academic and institutional leaders to motivate greater involvement with the Campaign and to increase the likelihood of high-value gifts to University priorities.



Job Description

Key Duties and Responsibilities



Gift Solicitation and Settlement

- Solicit and secure 6-7 figure donations from trusts and foundations as appropriate to meet the University's prioritised funding needs.
- 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.

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 foundation leaders and teams understand the impact of giving and are confident in making further significant gifts to 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



Management

- Support and offer guidance to colleagues on trust and foundation fundraising and technical matters relating to foundations.
- 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 including the Prospect Management, Settlement and Stewardship Teams

Other

- 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 foundation leaders and teams understand the impact of giving and are confident in making 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



Relevant experience

- Proven track record in trust and foundations fundraising and/or management of key relationships with high-net worth individuals or corporates.
- 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 efficiency 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 Higher Education or not-for-profit sector would be useful and in particular an understanding of the University of Cambridge, 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 global issues.
- The role requires working outside of office hours, UK and occasional overseas travel.

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 trust and foundation donors; 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.

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 guidelines of the department. 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 per annum

Hours of work

37 hours per week

Length of appointment

12 months maternity cover

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

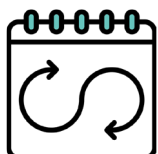
Universities Superannuation Scheme (USS) Pension scheme details are available on the University web pages. [Found out more about USS.](#)

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.](#)

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](#)

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](#)



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](#)

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 **17th August 2025**.

Interviews for this position are anticipated to take place **in the week commencing the 25th of August**.

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 and a member of the Talent Acquisition Team will be in touch to talk through your application in more detail.



If your application is successful, we'll contact you to let you know what you can expect from the process and arrange your interview.

2

3

The successful candidates will be asked to attend an in-person interview at our Cambridge office. We will spend time finding out more about you and your experience. 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.



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.

4

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

