Letter from the Development Director

Dear Prospective Candidate,

Thank you for your interest in the position of Deputy Development Director at Christ’s College. I hope that, once you have read this pack, you will want to apply for this role, which will sit at the heart of this small but ambitious Development & Alumni Relations department.

Our work focuses on two main areas. We maintain lifelong relationships with the College’s alumni and celebrate their achievements, through events, publications and communications. And in a financial climate where fundraising has never been more important, we secure the funds that make possible many of the wonderful and vital things that the College achieves. These include widening access through outreach work across the UK and internationally, increasing the availability of bursary support for our students and shaping the future of the College site through capital investment in new buildings alongside a refurbishment programme focused on reducing energy usage and carbon emissions.

It is imperative that this work is underpinned by streamlined and effective processes, and carried out by a motivated, engaged and positive team. The Deputy Development Director will play a key role in managing the team to ensure we deliver the very best for our community—students, alumni, Fellows and staff.

This is an exciting opportunity to work with me to shape and develop the Development team and how we work. Perhaps you already have experience in fundraising, but would like to develop your career in a different direction from Major Gifts fundraising? Or have worked in a fundraising database or communications role and are looking for the next step in line management? We are also very open to receiving applications from candidates who bring strong experience in key areas of the role who have not worked in the sector before. What matters most is that you bring exemplary organisation, management, prioritisation, and people development skills, alongside the ability to work productively and positively with a wide range of stakeholders.

Christ’s is a beautiful and welcoming community and we hope that you would like to become part of it. Please do contact me if you would like to discuss the role further and I look forward to receiving your application.

Alexandra Rowlands
Development Director

Key Dates

- Application deadline — Monday 29 January 2024
- First round interviews — w/c 5 February 2024
- Final interview — tbc
Values and Mission

Our mission is to encourage adventurous thinking and scholarship in and across all disciplines thereby furthering the University’s mission of contributing to society through the pursuit of education and research at the highest levels.

We are committed to enabling all our students to achieve their full potential, both in academic study and in the broad range of cultural and sporting activities available.

We take great pride in the community that has been created here. We are a diverse and inclusive College and are committed to supporting students of all educational and social backgrounds. Of our UK entrants, 78% are state-school educated – higher than the University average - and 20% from areas in the lowest three deciles of the Index of Multiple Deprivation; both these figures are records and attest to the significant efforts that the College has made in outreach and offer-holder support in recent years.

The drop-out rate among the College’s undergraduates is extremely low compared to the national average. Much of this is because of the community here – the provision of pastoral care, particularly by the tutors, and the attention paid to teaching in small groups ensure that students who need specialist support (financial, medical, emotional, or mental health) are directed to it quickly.

For further information about us, please visit www.christs.cam.ac.uk

About Us

Christ’s College, part of the University of Cambridge, is a diverse and inclusive academic community and has been at the cutting edge of education for more than 500 years. Distinctive amongst the Cambridge Colleges, we are small enough to be friendly and personal, yet large enough to welcome staff and students from over 60 countries – everyone is able to find others with interests to match their own.

All colleges are communities of Fellows (academics), students and staff, and Christ’s is no different.

But not all colleges have the advantages that Christ’s offers in terms of community. We admit about 120 undergraduates and 100 postgraduates a year which means that students know many people by name and most by sight. The fact that all undergraduates and much of the postgraduate community live on site or close by further strengthens the sense that Christ’s is a real, living community that is neither claustrophobically small nor intimidatingly large.

With extensive academic, pastoral and administrative support from the College and strong welfare support from fellow students, students feel at home here very quickly.

Christ’s location and buildings are an integral part of this sense of community. Right in the middle of Cambridge but nestled behind high walls, you hardly know that you are in the city centre. Christ’s stretches back from its beautiful medieval First Court back through its majestic Second Court, with the justly famous Fellows’ Building and Garden, into the late Victorian Third Court and finally to the modernity of New Court and Yusuf Hamied Court. Christ’s large space means that, unlike many other old colleges, we can accommodate the vast majority of our students on site.

Excellence in scholarship is the cornerstone of everything we do. We are delighted at the outstanding academic results of our students who are among the top achieving in the University. At the same time, all members of the College are encouraged to explore a range of outside interests. Extracurricular activities flourish amongst the students here at Christ’s and our close-knit network of alumni includes leaders and innovators in sport, science, music, drama, politics, business and many other fields, all prepared and inspired by their time at the College.
The Purpose of the Job

The Deputy Development Director is instrumental to the day-to-day running of this small but ambitious Development Office, poised for growth and a refreshed approach to its work. The role will line manage several roles to deliver smooth and efficient operations of a number of key department functions: regular giving, financial administration, database and research, events, communications (including digital) and publications.

We are looking for a candidate who has not necessarily worked in a Collegiate or University setting, but who brings exemplary organisation, management, prioritisation and people development skills from any setting, alongside the ability to work productively and positively with a wide range of stakeholders.

Development at Christ’s College

Christ’s has a long history of philanthropy. Our beautiful Fellows’ Building was built in the early 1640s after an appeal to Fellows and Old Members which raised some five million pounds in today's money – and we still have the list of donors. Generations of Christ’s alumni have since given generously towards the endowment of Fellowships, access and outreach, student support, capital projects and the maintenance of the historic fabric of the College’s estate.

And just last year, we successfully completed our £50 million “Campaign for Christ’s” for the Yusuf Hamied Court (64 postgraduate rooms with shared kitchens, 3 seminar rooms, music room and 5 teaching rooms), the extension and refurbishment of the Boat House along with a big push on raising money for Student Support and Outreach activity.

The College is fully engaged and committed to development. Its Development Office aims to foster and nurture mutually beneficial relations between its more than 8,000 alumni and friends in over 98 countries, with a view to ensuring engagement with the College is lifelong. To do this, the Development Office implements and manages a programme of national and international events including annual reunions in College, events in London and overseas as well as publications, email bulletins and development and alumni relations related social media.

The Development Team is responsible for all aspects of fundraising, working closely with academics to support their research areas and provide direct funding for students through graduate scholarships, bursaries, hardship funds, and outreach activities. The Development Director is a Fellow of the College and thus a member of Governing Body, as well as being a member the Development Committee and the Development Board. The Development Director works closely with, and reports to, the Master on all aspects of fundraising and alumni relations. They are a key senior officer in the College.

In the last four years, the Development Office has raised an average of £6.4 million in new cash and pledges each year (if the lockdown year of 2019/20 is excluded, the office has raised an average of £8 million for the last 9 years).

There are some 8,300 addressable alumni on the database with whom the College has warm relationships. Typically, more than 16% of these alumni donate each year.

The Development Team consists of the Development Director, two fixed-term Development Officers and a Data and Research Manager. The structure of the team is currently undergoing a review and the Deputy Development Director’s input will play a key part in shaping and reestablishing the new team.
Main Duties and Responsibilities

Management of the Team

- Oversee the running of the Development Office on a day-to-day basis, ensuring that resources are well-allocated and that systems and processes are streamlined and fit for purpose.
- Deputise for the Development Director when required.
- Undertake high level reporting and data management through the Raiser’s Edge database, oversee gift administration and prospect management (working closely with the Research and Data Manager) and submit the College’s entry for the annual ADQ (inter-collegiate benchmarking exercise).
- Take a lead on administering the College’s events for alumni and supporters, working closely with the Development Director (curation of events) and Development Officer (administration).
- Manage the internal reporting of gifts and use of funds across the College.
- Oversee the administration and management of legacy gifts pledged and received.
- Oversee the creation of printed and digital publications and communications, working with the Development Director (curation) and Development Officer (administration).

Stewardship and Reporting

- Working closely with colleagues across the College, oversee the annual schedule of stewardship and reporting for donors and key stakeholders (including the annual Development Report).
- Create and maintain the reporting dashboard tracking fundraising progress and activities.
- Work closely with the Development Director and colleagues in the Development Office to produce reports for Development Committee and Development Board, Council and Governing Body.

Line Management and Representation

- Line manage, support and develop the Research and Data Manager and Development Officer (exact structure tbc in consultation with post-holder).
- Alongside colleagues, represent the Development Office at Development and College events.
- Represent the Development Office at the College’s Heads of Department meeting.

Prospect Management and Fundraising

- With the Development Director, oversee the management of prospective donors, including the accurate management of prospect pipelines, proposals, canvassers, and approaches.
- Coordinate and manage the joint relationship of prospects with CUDAR alongside the Development Director and ensure this is mapped into the College’s own prospect management.
- Work closely with the Development Director in assisting and supporting them with their own prospects and fundraising from time-to-time.
The Individual

You will have outstanding organisational and management skills and a desire to shape and grow an efficient, positive and productive team.

The role might suit an experienced fundraiser who wishes to direct their career away from major gifts and into Development Operations or Communications, or a professional with relevant experience from outside the sector who wishes to move into the world of fundraising.

Person Specification

Qualifications:

• A University degree or equivalent qualifications.

Skills, Knowledge and Experience:

Essential:

• Excellent IT skills including word processing, e-mail and a willingness to update skills.
• Experienced use of Microsoft Office and databases (ideally CRM).
• Experience of analysing complicated data sets and producing reporting dashboards.
• Organisational skills, an ability to prioritise work, and experience of project management.
• An ability to work cooperatively as part of a collegial team.

Desirable:

• Familiarity with the importance of fundraising to education.
• An existing knowledge of the aims and values of the higher education sector.
• Experience of working with volunteers.

Personal Attributes:

• Excellent communication skills, spoken and written.
• An ability to take the initiative and to think on one’s feet, to be confident, calm, determined and diplomatic.
• An ability to work well with a variety of people including Fellows, students, non-academic staff, alumni and supporters.
• First class organisational skills and attention to detail.
• Energy, flair, creativity and professionalism.
• A high degree of discretion and confidentiality.
• The ability to manage time, to delegate and prioritise a substantial workload in different areas.
• Able to demonstrate a natural curiosity with regards to the College, our work, and our community.
• An ability to think strategically.
Application Details

Please apply by submitting a copy of your Curriculum Vitae (CV) and a Covering Letter highlighting your suitability for the position, by noon on Monday 29 January 2024 by email to: jobs@christs.cam.ac.uk

For an informal, confidential discussion prior to applying to this role, please get in touch with Alexandra Rowlands, Development Director on a269@christs.cam.ac.uk

First round interviews will be held at Christ’s College the week commencing 5 February 2024. It is anticipated that final interviews will be held the following week.

Christ’s College is an equal opportunities employer and welcomes diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievement of the College’s mission that can be made by individuals from a wide range of backgrounds and experiences.

Equal Opportunities Policy Statement | Christs College Cambridge

Terms and Conditions

Salary: Grade 8; spine points 51 – 54 on the University’s single salary spine chart; £48,350 – £52,815 per annum.

Hours: The role is a full-time position (36.25 hours per week), with some evening and weekend work required (time off in lieu offered).

Tenure: This post is offered as a permanent contract. Notice period is three months on either side upon satisfactory completion of the six month probationary period. Annual appraisals are held.

Holidays: 36 days annual leave (including public holidays).

Pension scheme: The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme, and you have the right to opt out at any time. There is an opportunity to join the College’s defined contribution scheme.

Other benefits: One free meal per day when on duty, free access to the College gym and outdoor swimming pool, and a cycle to work scheme.