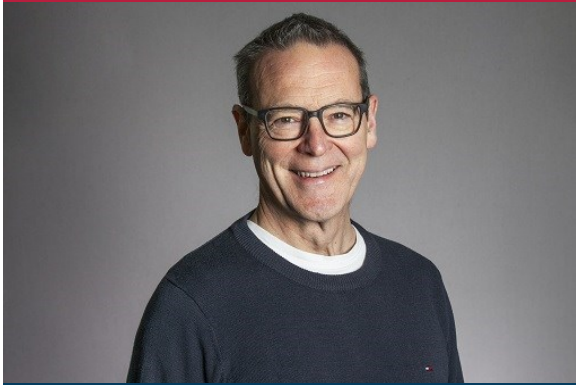


Christ's College, University of Cambridge



Development Director

Candidate Information Pack



Letter from the Master

Dear Prospective Candidate,

Thank you for your interest in the position of Development Director at Christ's College. I hope that, once you have read this material, you will want to apply for this role: I think it has the potential to be transformational.

Christ's is a special community. Everything I read before applying to be Master made that claim; after six months in post, I know it is true.

The College balances tradition with innovation; we are simultaneously outward-looking and community-minded. Our students are academically excellent, socially aware, globally conscious, and eager to make a difference in the world.

We are a deliberately small community where the focus is on the whole of learning – we actively encourage our students to pursue other areas of interest as well as their studies. Most importantly, students tell us that Christ's is a really supportive environment in which to live and learn.

You will be joining us at an exciting time. We are working to ensure that Christ's is equipped for the 21st century and beyond. We want to appeal to students from the widest range of backgrounds. And we want to build a sustainable, carbon-neutral learning hub and library that will be unique within collegiate Cambridge. As our new Development Director, you will be helping to shape our future.

You will find a wonderful community, warm relationships with our alumni and a real energy here. If you are entrepreneurial and passionate, if what we're doing inspires you, if our sense of ambition appeals to you, I hope you will apply. From my own experience of joining Christ's, I can promise you a friendly welcome.

Yours,

Simon

McDonald of Salford

Master

Key Dates

- Application deadline—8 April 2023 (midnight)
- First round interviews—week beginning 1 May 2023
- Final interview—11 May 2023 (provisional)



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. Extra-curricular 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 Position

We are now looking towards our next campaign which excitingly will focus on sustainability and access. The flagship project will be a carbon neutral library and learning space – unique within the University and a project that we hope will be a blueprint for future University buildings. We also want to build out our access programme so that we ensure we are reaching out to potential students from the widest range of backgrounds, and that students from every background feel a sense of belonging and are supported here. We are equally committed to providing sensitive support for their welfare, learning development and mental health while they are here.

Our new Development Director will be in an exciting position to help shape the strategy for this new campaign, creating a comprehensive engagement and fundraising plan, involving the whole community. This will be done alongside the new Master, Simon McDonald, who took office in September 2022. His arrival creates the opportunity to open up new conversations and possibilities as well as re-engage with alumni at a time of change in College leadership.

The post will appeal to a talented major gifts fundraiser who is motivated by the opportunity to have a formative impact on the College's fundraising, recognising that success in this role will be transformational not only for the College but also for their own career. This is an outstanding opportunity to work in one of Cambridge's most beautiful colleges with a forward-looking agenda that balances tradition with innovation.

With the commitment of an engaged Master and the potential to fundraise at a transformational scale, this presents as a truly career-defining opportunity.



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 – preparing the papers for both bodies. 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.

The Development Team is well resourced and consists of the Senior Development Officer (Major Gifts Officer), Development Officer, Development Assistant, Alumni Relations Officer and Alumni Communications Officer, all of whom report directly to the Development Director.

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 Purpose of the Job

The Development Director is a senior member of the College and has overall responsibility for delivering the College's development programme. Working together with the Master, Bursar, the Development Committee and the Development Board, the Development Director is responsible for implementing the College's development strategy, combining fundraising, alumni relations and alumni communications activities into a cohesive approach designed to advance the College's long-term development goals.

As the College's lead fundraiser, you will have your own portfolio of major gifts prospects and will play an important role in the solicitation of six-, seven and eight-figure donations. You will work direct to the Master (who will be your line manager) involving him in the relationships with the College's top prospects and ensuring that he has sufficient support to play an effective role in securing major gifts. You will additionally oversee effective fundraising at all other levels, harnessing the help of Fellows, alumni and volunteers as appropriate.

The Director will also have overall responsibility for the College's comprehensive alumni relations programme, ensuring that it continues to evolve to meet the needs of its global alumni body.

Leading a team of five, you will ensure a motivational environment where people are challenged, developed, encouraged and supported to achieve outstanding results.

Main Duties and Responsibilities

Strategy and Management

- Develop and implement the development and alumni relations strategy and operational plan to optimise giving from the College's donor constituency for College fundraising priorities
- Help to develop and implement the goals surrounding the next College campaign
- Develop the strategy for and launch the next College campaign
- Set the annual priorities for the Development Office and manage its work to achieve the College's strategic objectives and specific targets set for the Development Office
- Develop and oversee strategies for major gifts, regular and legacy giving programmes, alumni engagement, stewardship and alumni communications
- Work with the Bursar to agree and manage the Development Office budget, ensuring the best possible return on the College's investment
- Work with the Director of Admissions and Senior Tutor to develop the case for support for areas of access and student support, and the fundraising strategy for each
- Agree and set targets for each of the Development Office staff in order to meet the department's overall objectives
- Monitor individual and team performance against agreed KPIs annually including total funds raised, donor visits made and moves through prospect management cycle within timeframe
- Carry out annual appraisal of direct reports to ensure career and personal development, and departmental effectiveness
- Report on funds raised to the Development Committee and the Governing Body
- Advise College governance bodies on fundraising strategy and initiatives, and report on the effectiveness of fundraising activities
- Maintain a close understanding of international trends in educational fundraising, alumni relations, and alumni communications, to ensure that Christ's is at the forefront of development activity within Cambridge and internationally
- Represent the interests of the College on inter-collegiate bodies, including the College Development Directors' Committee and Cambridge Colleges Development Group (CCDG)

Key Relationships

- Reports to: Master
- Responsible for: Senior Development Officer (Major Gifts Officer), Development Officer, Development Assistant, Alumni Relations Officer and Alumni Communications Officer
- Key relationships: Master, Bursar, Senior Tutor, Director of Admissions, Communications Manager, Chair and Members of Development Board and Development Committee





Main Duties and Responsibilities (cont.)

Fundraising

- Working closely with the Master, develop and cultivate strong relationships with the College's existing and potential major donors (alumni and non-alumni) in the UK and overseas
- Solicit and secure major philanthropic gifts from individuals, trusts and foundations and corporates as appropriate to meet the College's prioritised funding needs in the context of the next major fundraising campaign
- Cultivate principal and major prospects through face-to-face meetings
- Achieve annual personal (as agreed with the Master) and team income targets
- Identify prospective donors and volunteers, matching their needs to the aims and aspirations of the College
- In consultation with the Master, set up a programme of visits with potential donors in the UK and overseas
- Lead stewardship activities with major donors and prospects, working with the Master, other Fellows, alumni, and the Development Office team, ensuring comprehensive stewardship of all College donors and volunteers
- Rooted in the principle that existing donors are the best future prospective donors, work closely with the Master, Bursar and appropriate Fellows to develop and oversee implementation of effective stewardship plans so that major donors are fully aware of the impact of their gifts and feel motivated to make further significant gifts to the College
- Ensure that effective stewardship also motivates prospective donors and enhances the College's overall reputation as a worthy and effective recipient of philanthropy
- Direct the range of the College's fundraising activity, ensuring the highest standards and compliance with regulatory codes – including growing the legacy society (Fisher Society) and organising annual events such as Giving Day, Telephone Campaign, etc.

Alumni Relations

- Oversee the College's alumni relations programme
- Oversee the maintenance of database records of alumni, contacts and donations
- Organise alumni reunions and other activities to strengthen the engagement with the College including events outside Cambridge and overseas
- Lead communications with alumni, including management of alumni social media accounts – liaising with the College Communications Manager to ensure consistency of message and branding
- Edit the annual College Magazine and termly Newsletter 'Christ's Pieces'
- Act as Secretary to the College Association
- Works closely with College subject and sports alumni societies
- Attend alumni events as the senior Development Office representative

Communications

- Work with the Development Committee and the Development Board to develop a fundraising communications strategy
- Foster excellent relations with Fellows, current students and alumni
- Oversee the electronic and printed publications of the Development Office
- Oversee the content and functionality of the Christ's alumni web pages

Other

- A Fellow and Member of the Governing Body
- Act as the main point of contact and manage the relationship between the College and the Cambridge University Development & Alumni Relations Office on development issues around shared prospects, events and communications
- Represent the interests of the College on inter-collegiate bodies including the College Development Directors' Committee and Cambridge Colleges Development Group
- Remain abreast of, and in compliance with, regulatory requirements and best practice in respect of fundraising and data protection
- Take part in the College's appraisal scheme and to undertake training as required
- Comply fully with all the College's policies including health and safety, equality of opportunity and data protection
- Undertake any other reasonable request or duties commensurate with this post. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College





This job description may be reviewed in conjunction with the post holder and in the light of changes within the College.

Person Specification

Education/Qualifications:

- Degree level

Experience/Skills and Knowledge:

- Track record of successful major gift fundraising and stewardship, in particular the ability to raise transformational gifts through direct personal approaches and supervision of other front-line fundraisers
- Proven ability to develop and deliver fundraising strategies as well as plan and organise fundraising campaigns
- Experience of success in achieving ambitious fundraising targets
- Client-focused with an absolute appreciation of the need to achieve agreed targets;
- Experience of developing innovative strategies
- Knowledge of a broad range of fundraising and relationship-building techniques, and in particular negotiating and closing significant donations
- Proven success in prospect development and cultivation
- Experience of evaluating fundraising effectiveness

Other skills/attributes:

- Passion and commitment to the College's academic mission and values
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues
- Strategic and innovative
- The desire and drive to identify, cultivate and personally solicit potential benefactors for major gifts and legacy pledges from a global alumni and supporter population
- Approachability, emotional intelligence, and empathy to gain the trust and respect of all members of the College community
- Strong networking skills with the ability to negotiate and influence at all levels
- The presence, gravitas and intellect to operate effectively at a senior level
- Ability to quickly form positive relations across a complex landscape
- Strong leadership skills with the ability to inspire and nurture a team
- A collegiate and collaborative working style
- Flexible and responsive
- Experience of governance (membership of boards/committees, etc)
- Excellent communication skills including being IT literate
- Cheerful, positive disposition
- Display integrity and sensitivity



Application Details

Please apply by submitting a copy of your Curriculum Vitae (CV) and a Covering Letter highlighting your suitability for the position, by midnight on **8 April** by email to: jobs@christs.cam.ac.uk

For an informal conversation prior to applying to this role, please get in touch with Joanna Logan, Talent & Recruitment Adviser, on joanna.logan@admin.cam.ac.uk

First round interviews will be held the week commencing 1 May. It is anticipated that final interviews will be held at Christ's College on **11 May 2023**.

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:	Competitive salary in the region of £80,000 – flexibility for strongly qualified candidates.
Hours:	<p>This role is being advertised as a full-time post, however flexible and part-time working options can be agreed. We would also be very happy to consider candidates wishing to apply on a job share basis.</p> <p>Some evening and weekend work, and national and occasional overseas travel, is required given the nature of the role.</p>
Tenure:	This post is offered as a permanent contract. Notice period is three months on either side upon satisfactory completion of the nine month probationary period. Annual appraisals are held.
Holidays:	40 days annual leave (inclusive of public holidays)
Pension scheme:	The College offers contributory membership of the Universities Superannuation Scheme (USS) - one of the best pension schemes in the UK. Alternatively, the postholder can opt-out and receive an additional 12% of salary.
Other benefits:	Fellowship of the College. Seven free meals per week (lunch and/or dinner), free College gym and outdoor swimming pool.
Support:	<p>There is strong support from the Chairs of the Development Board (Alumnus) and Development Committee (Master). The College also provides a mentor (senior member of the Fellowship) as a source of confidential and objective advice and support.</p> <p>The College intends that the successful candidate will have the opportunity to progress professionally in the role.</p>





Christ's College Cambridge