

# Careers in Development and Alumni Relations



**Candidate Information Pack**  
Senior Associate Director,  
University Library

October 2024

# Letter From The Hiring Managers



## Dear Prospective Candidate,

**Thank you for your interest in the position of Senior Associate Director, University Library. We are delighted that you are interested in these incredibly exciting roles.**

Cambridge University Library is one of the world's great research libraries, sitting at the heart of a network of faculty and departmental libraries which are the cornerstone of Cambridge's academic community.

Our libraries have many different guises: as venues for cutting-edge research and equipment, as learning spaces for our students, and as places for engagement and knowledge-sharing with a wider public – from local history societies to the many individuals who visit our exhibitions and use our resources.

Cambridge University Libraries' six-hundred-year history is founded on philanthropy, and the earliest references to the library at Cambridge University are found in the wills of donors bequeathing books to the fledgling library. In the centuries since, many of the greatest treasures of our collection have been donated, and in recent years philanthropy has supported groundbreaking projects to develop new digital services.

This is a time of great change for Cambridge University Libraries and philanthropy can make a transformational difference. We have a strong, international profile, recently reinforced by the successful appeal for the return of the missing Darwin notebooks, the acquisition of the Stephen Hawking Archive, and a growing public audience, with more than 100,000 exhibition visitors in the year before the pandemic.

Responsible for securing philanthropic gifts for the Library you will be a member of the Development and Alumni Relations division, a dynamic and friendly place to work - and now is an exciting time to join the team. Having recently closed our £2 billion 'Dear World, Yours

Cambridge' campaign, we're already looking beyond this milestone and investing in the team that will take us on to further success in the future. We are a team that looks to innovate and transform approaches to fundraising, leading the sector and working at the cutting edge of what we do.

If you possess curiosity, strong relationship-building skills, a successful track record in major donor, corporate and/or trusts and foundations fundraising, and are seeking an exciting, flexible, and dynamic work environment, this is the perfect opportunity for you.

Representing one of the most prestigious research libraries globally, you will have a chance to make a meaningful difference, and we strongly encourage you to apply and to learn more about the opportunity.

Once again, thank you for considering this incredible opportunity and we look forward to the possibility of working together to make a lasting impact.

**Best wishes,**

**Dr Jessica Gardner**

**Director of Library Services and University Librarian**

**Linda Hindmarsh**

**Director of Development, Culture & Collections**



## The Position

**The main University Library (known as the UL) offers the chance to explore a world of knowledge. Home to over 8 million books, journals and other items, the Library provides a unique space to study.**

The UL has one of the largest collections on open shelves in Europe. With over two million volumes housed on open shelves, students and academics benefit from immediate access and unparalleled opportunities for browsing. Uniquely for a legal deposit library, much of our collection may be borrowed by University members.

Major opportunities exist to develop the Library's collections, to develop its site, to facilitate its evolution in the digital world, and other many innovative and exciting projects. Two significant priorities will be developing sustainable funding for the University Library Research Institute including digital humanities, heritage science and world collections, and, Spaces and Experiences building audience experiences in exhibitions, learning and participation in collections. Support for the UL today will have an enduring impact, and will resonate far beyond the boundaries of academia.

You will help the UL to develop long-term holistic partnerships with high level donors and ultimately to secure financial support at the 5, 6 and 7 figure level for the Library's priorities. At the UL, the post holder will work directly with the Librarian, in conjunction with the Director, External Engagement and the Director, Research & Collections, as the primary

funding priority stakeholders. As well as the Extended Senior Leadership Team and alongside colleagues across the institution as priorities necessitate. They will also be invited to sit on the 'Library Council', a group of approximately 30 senior staff from across Cambridge University Libraries and attend Library away days.

The position of Senior Associate Director, University Library, is an exciting opportunity for someone who is naturally collaborative, outgoing, entrepreneurial and a self-starter with the gravitas to lead on relationships with senior volunteers, stakeholders and donor. A background or experience in the library sector, higher education, research, or cultural heritage would be desirable, but not essential. The successful candidate has a strong track record in major gifts fundraising or equivalent fundraising experience, and wants to have a major impact on a world-renowned institution.

Reporting directly to the Director of Development, Culture & Collections, the role holder is responsible for supporting the UL in their development of prioritised needs; devising fundraising plans and strategies with the UL, and then working to secure the philanthropic support to meet those needs.



# About Development



We are a friendly, engaging and energetic 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 brilliant 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 success in 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.

To meet and grow our aspirations, the University has continued to invest in Development & Alumni Relations. This commitment allows us to lead our sector in innovating and transforming our approaches to fundraising.



# 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 success and take us into the future.

[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 success 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-driven best practice in the fundraising industry, an exciting and career-building development and learning programme for staff.

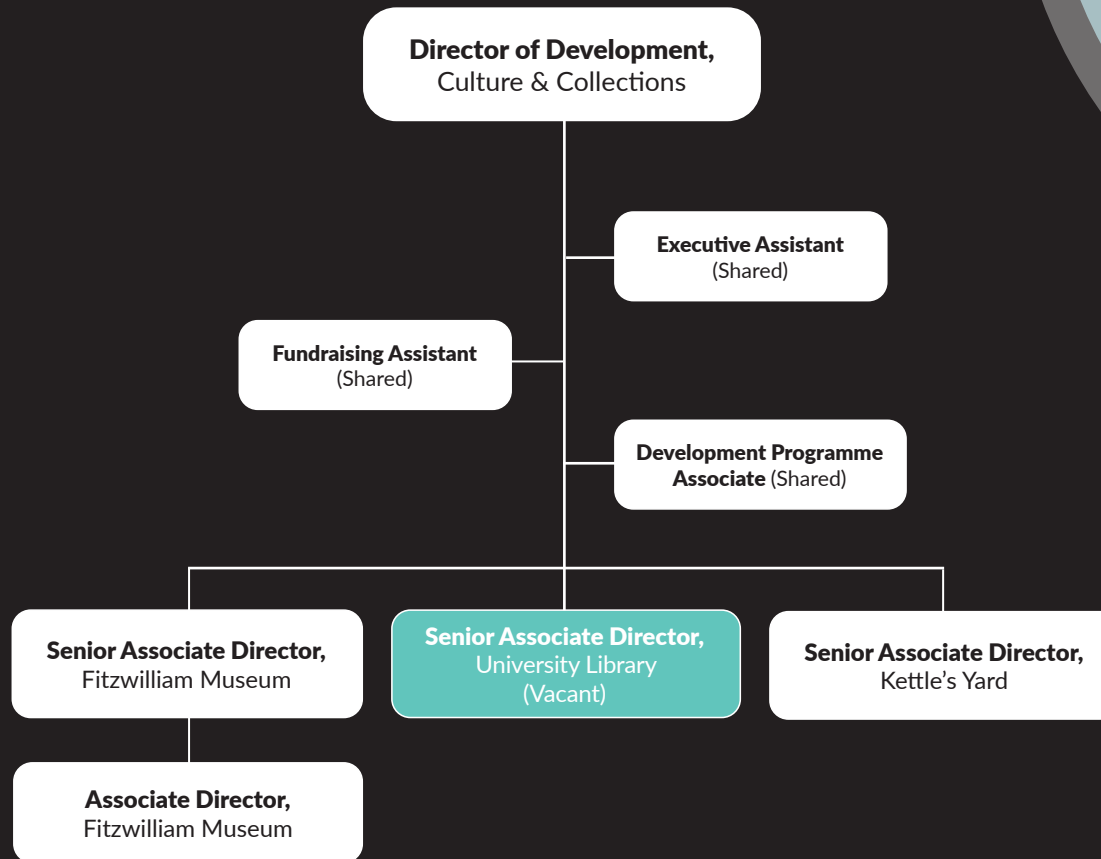
[Find out more about us.](#)

We strive to be values-driven and our Peer Recognition Initiative recognises individual members of staff each month who have demonstrated one or more of our five Values - Collaboration, Accountability, Respect, Passion and Excellence.

[Read more about our mission, vision and values.](#)

# Organisational Chart

## Cambridge University - Culture & Collections



# Job Description

## Key Duties and Responsibilities



### Developing and Implementing Strategy

- Develop strategy and operational plans to optimise giving at Cambridge, including the involvement of academics, non-school institutional heads and university leaders, as well as Development and Alumni Relations colleagues.
- Work with the Director of Development and senior academics, as well as the appropriate Development and Alumni Relations colleagues, to develop, refine and articulate prioritised fundraising needs. Monitor these over time to ensure they continue to reflect academic priorities.
- Work with Communications colleagues to develop appropriate strategic support documents for priority projects and opportunities for dissemination to potential donors.
- Provide guidance to Development & Alumni Relations colleagues, academic and university leaders about fundraising priorities that are likely to find support from donor constituencies.
- Coordinate with colleagues across collegiate Cambridge to ensure joined up fundraising, developing effective relationships across collegiate Cambridge to manage and coordinate approaches to prospective donors to avoid conflicts, and to promote Cambridge's interests.

### Cultivation of Major Gift Prospects

- Build and manage relationships, on behalf of the Library, with between 75 and 150 potential major donors (i.e. organisations or individuals capable of making gifts between £100,000 and £5 million).
- Through conversations with senior Library colleagues, academics, donors and volunteers, and by means of individual research, identify new potential donors with philanthropic interest in Cambridge.
- Work with the Prospect Information and Analysis team on lead generation to identify prospects with whom the university will aim to develop significant philanthropic relationships.
- Make personal donor visits, participate in events, and communicate with prospective donors with a view to assessing their philanthropic interest in collegiate Cambridge.
- Refer qualified prospects whose interests lie elsewhere to colleagues within Development & Alumni Relations and the broader Cambridge community.
- Develop and implement cultivation and solicitation strategies for potential donors so as to motivate significant gifts to match Library fundraising priorities.
- Represent the philanthropic priorities of the Library both orally and in writing to donors and potential donors.
- Working with colleagues in the events team, devise and oversee strategic 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 Library priorities.

# 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 Library's prioritised funding needs in the context of on-going fundraising activity for Collegiate Cambridge, and the next major fundraising campaign.
- Through in-person solicitation - either alone or in conjunction with academic champions or Library fundraising volunteers - and/or by means of formal written proposals, produced in collaboration with Philanthropic Communications Officers, make major gift solicitations in line with agreed metrics for gift amounts between £100,000 and £5 million to support the Library priorities each year.
- Participate in events and communicate with prospective donors with a view to assessing their philanthropic interest in Collegiate Cambridge in general and articulated Library fundraising priorities in particular.
- Working in partnership with academic and Settlement colleagues, ensure gift closure and satisfactory settlement and recording of major gifts and commitments.
- In collaboration with Development and Alumni Relations and academic colleagues, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.

### Stewardship

- Rooted in the principle that existing donors are the best future prospective donors, work closely with University leaders and colleagues in the Stewardship Team to develop and oversee implementation of effective stewardship plans.
- 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

- Develop and strengthen the understanding of major gifts fundraising amongst academic leadership and champions by means of workshops, seminars, and one-to-one conversation and training, with the objective of ensuring that these people can lead or contribute effectively to fundraising efforts to maximise effectiveness and impact.
- Carry out training of Development and Alumni Relations or College development colleagues as needed.
- Manage volunteer relationships, including with any volunteer bodies created to support cancer fundraising priorities.
- Ensure that fundraising data relating to major gift fundraising is collected, organised and managed effectively and according to the policies and protocols of the University. This includes conscientious and timely updating of the alumni and donor database.
- 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 to ensure deliverables relevant to fundraising priorities.
- Lead and manage the development function in relation to the Library and to ensure coordination with the Development Office support teams.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility within the team.
- Work collaboratively across the development and alumni relations office fostering coordinated team work and support between functional teams: e.g. work with the Prospect Management team to ensure effectiveness of pipeline management.



# Person Specification



## Education and qualifications

- Significant high-value fundraising experience.

## Relevant experience

- Proven track record in new business development (major gift fundraising) from individuals, corporates, trusts and foundations and/or high net-worth individuals.
- Significant experience of the stewardship of key relationships with high net-worth individuals.
- Proven track record working with academic leaders (or leaders from the charitable or commercial sectors).
- Demonstrable capacity to analyse, think critically and strategically, both to promote innovation and resolve problems.
- Track record of operating at a senior level with multiple stakeholders.
- Experience working in higher education or the not-for-profit sector.
- Experience in effective staff management.
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.

## Additional Requirements

- The ability to engage and identify with the ethos and objectives of the Department for excellence in research and teaching across disciplines.
- 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.
- To understand and be able to work within the politics and protocols of university life at a senior level.
- To be comfortable working with and contributing to online donor and relationship management databases.
- To possess a strong natural desire to be actively engaging with donors and potential donors to collegiate Cambridge.
- Willingness to occasionally work outside of regular hours and to travel (as required).

# Terms and Conditions



## Location

1 Quayside Bridge Street  
Cambridge CB5 8AB

We practise a hybrid working model and the successful candidate will be expected to be in the office for a minimum of two days a week.

This role will be granted the opportunity to work from home regularly but must be able to commute to Cambridge University on a flexible weekly schedule based upon business needs. This schedule is based on agreed upon guidelines of the department of work. Cambridge University Development and Alumni Relations reserves the right to change remote work status with notice to employees.

## Salary

Grade 10, £61,198 - £64,914 per annum  
New staff will 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 10.

## Hours of work

37 hours per week

## Length of appointment

Permanent

## Probation period

9 months

## Job Title

Please be aware that the job title of Senior Associate Director could change to Head of Development in the future.

## 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.](#)

## 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.](#)



# Equality & Diversity

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.



# 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 to upload your CV and cover letter on to our recruitment system.

The closing date for this position is midnight on the **20th of October 2024.**

First round interviews for this position are anticipated to take place on **Friday the 1st of November.**

Second round interviews for this position are anticipated to take place on **Tuesday the 5th of November.**

Please contact us on **DARTalentManagement@admin.cam.ac.uk** if you have any queries about these positions.

