



UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Constellate

Careers in Development and Alumni Relations



Candidate Information Pack
Senior Director of Development,
University Programmes

October 2024

Letter From Alison Traub



Dear Prospective Candidate,

Thank you for your interest in the position of Senior Director of Development, University Programmes. I am delighted that you are interested in this incredibly exciting role.

The Senior Director of Development, University Programmes is one of two new fundraising leadership posts we've created to drive fundraising here at Cambridge as we grow our sector-leading programme and plan our next comprehensive campaign. We think it's one of the most exciting leadership opportunities in higher education!

This role leads fundraising for our 'content' fundraising teams: (1) Health Priorities, (2) Academic Schools, (3) Strategic Initiatives, and (4) Culture and Collections. You will set strategic direction, collaborate closely with senior leaders across the University and Colleges to identify University fundraising priorities, and coach and motivate your team of talented fundraising colleagues.

This is an exciting time to join Development & Alumni Relations at Cambridge. Building on the success of our Dear World... Yours, Cambridge campaign, we are now in the early stages of planning a new transformative campaign that will bring far-reaching benefits to the University. In parallel, we aim to double our annual new funds raised, a significant growth target over the next 3-5 years. This role will be crucial in supporting the success of both these goals and shaping the future of our fundraising efforts.

Our mission as a department is to align donor passions with University priorities, inspire generosity, and contribute to the excellence of the collegiate University. We value building relationships with all internal and external stakeholders, and find agile solutions in a collegial, responsive and transparent way. We aim to embody excellence at all levels, holding each other and ourselves accountable for the decisions we make and celebrating the results we achieve. We believe in continuous improvement, learning from our everyday experiences so we can grow and achieve together.

For the critical role of Senior Director of Development, University Programmes, we are looking to appoint an outstanding individual who will provide vision, strategic direction, and leadership for the University's fundraising programme and teams. You will lead by example, working collaboratively across the whole of collegiate Cambridge to achieve our ambitious objectives. You will manage complex relationships and priorities across the University, which demands diplomacy and strategic thinking.

In this post, you will ensure that we continue to innovate, evolve and build a performance management culture, working closely with and supporting your team. The position will be critical to collegiate Cambridge maintaining and growing capability to attract philanthropic funding at the 9-figure level (£100m+) and engaging powerfully with our alumni and non-alumni stakeholders globally.

This role we have created at Cambridge is one of the most exciting leadership positions in higher education today. You will be joining a motivating, challenging, and rewarding place to work. This is an environment for a leader who is keen to stretch themselves, relishes a challenge, and wants to learn from others. This is a fantastic opportunity to work for a world-leading university and build transformational programmes and partnerships.

We look forward to speaking with you soon.

Best wishes,

Alison Traub
Executive Director



The Position



One of the most exciting leadership roles in higher education, the Senior Director of Development, University Programmes is a new position, created to lead programmatic fundraising at the University of Cambridge. You will be responsible for providing the vision, strategic direction and leadership for a team of 40 raising philanthropic income for:

- Health (clinical medicine and health priorities)
- the Academic Schools of the University (Arts and Humanities, Biological Sciences, Humanities and Social Sciences, Physical Sciences, Technology)
- Strategic Initiatives (cross-cutting strategic priorities, for example student support, AI, and sustainability)
- Culture and Collections (museums, galleries and the University Library).

Reporting to the Executive Director of Development and a member of her Leadership Team, you will play a critical role in developing the University's fundraising and alumni engagement strategy, and for developing and overseeing operational plans. Working at the most senior levels across the University, you will work closely with the Senior Director, Principal Gifts & International to co-create and lead the fundraising programme as a whole, ensuring effective collaboration within Development and Alumni Relations and with colleagues in the Colleges and Cambridge in America.

Significant growth is planned over the next 3-5 years in support of the University's next fundraising campaign, envisaged to be one of the most significant in UK higher education. This position will play a pivotal role in ensuring collegiate Cambridge can maintain and grow its capability in order to deliver the campaign.

With the Senior Director, Advancement Services, this post acts as a Deputy for the Executive Director and will be required to develop and maintain strong relationships with the Leadership Team, the Vice-Chancellor, and senior officers across the collegiate University. You will lead on relationships with the College Development Directors including being responsible for the Code of Practice. Leading by example, you will work collaboratively across the whole of collegiate Cambridge, managing complex relationships and priorities, demanding diplomacy and strategic thinking.



About Development and Alumni Relations



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.

The University continues to invest significantly in Development and Alumni Relations, recognising philanthropy as a fundamental pillar of our long-term success. 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 driving 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 success 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 help shape 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 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.](#)

Moving to Cambridge?

Here's what we can offer you



Living in Cambridge

Cambridge is a vibrant, historic city known for its stunning architecture, world-class museums, and cultural richness. Whether you're strolling through the University's ancient Colleges, exploring the scenic River Cam, or enjoying a show at the Corn Exchange or Arts Theatre, there's always something to see and do. The city also offers a lively food scene, with great restaurants, cafés, and bars scattered across Bridge Street, Regent Street, and Cambridge Leisure Park. Annual events like the Cambridge Folk Festival and Science Festival further enhance its cultural appeal.

With our office centrally located at 1 Quayside Bridge Street, you will be perfectly positioned to enjoy Cambridge's offerings on a regular basis. From boutique shopping and the historic market to peaceful green spaces and riverside walks, everything is just a short stroll away. Whether it's grabbing lunch at a nearby café, unwinding by the river after work, or catching a theatre performance, the vibrant energy of Cambridge is right on your doorstep.

Beyond the city's charm, Cambridge is surrounded by beautiful green spaces, the Cambridgeshire Fens, and historic sites like Ely Cathedral and Newmarket Races. Its proximity to London, just 50 minutes by train, adds to its appeal, making it an ideal location for those seeking both tranquillity and the buzz of city life

Relocation from Outside the UK

The University has an arrangement with three international removers and shippers, to undertake the removal of household effects to Cambridge from overseas.

Reimbursement of Relocation Expenses

Reimbursement is available for moves within the UK provided your previous residence is not within reasonable daily travelling distance and as a consequence of the move you are changing your main residence rather than acquiring a second home.

Visa Loan Scheme

Staff members have access to the Visa Loan Scheme, which provides loans of up to £8,000 to use towards meeting the costs associated with Tier 2 visas for staff members and their dependants.

Rental Deposit Loan Scheme

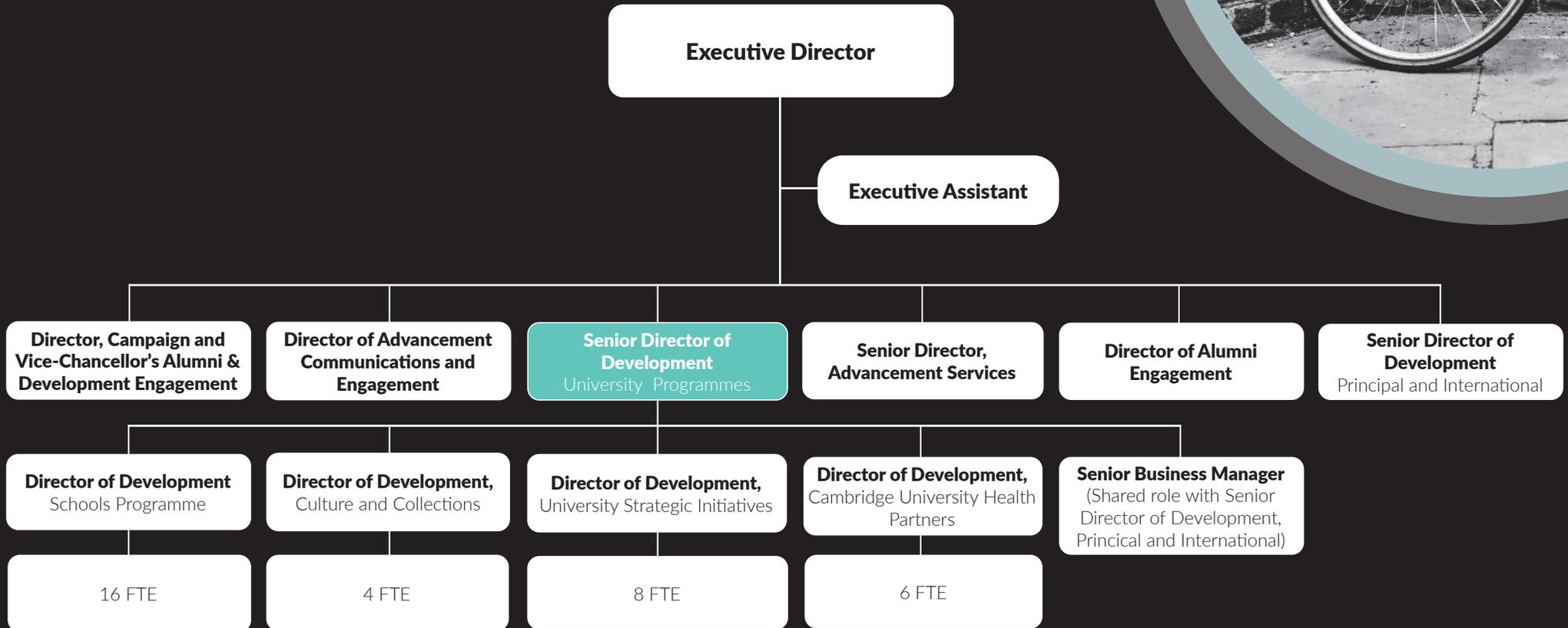
The University is committed to providing employee benefits which support staff in securing living accommodation in and around Cambridge. The Rental Deposit Loan Scheme provides an interest free loan of up to £3,000. This can be used for some of the costs associated with private rental accommodation, such as initial deposit, first month's rent and other fees

Accommodation Services

The Accommodation Service exists to help you in your search for a home in Cambridge. We have over one hundred years' experience of assisting members of the University to find accommodation. We provide access to properties, both within the private sector as well as University-owned properties, which includes newly constructed, purpose-built and highly sustainable homes for staff in a new district at the North West Cambridge Development.

Organisational Chart

Cambridge University - Executive Team



Job Description

Key Duties and Responsibilities



Strategy

- Provide strategic direction to fundraising programmes with the goal to increase the level of fundraising productivity and success across collegiate Cambridge.
- Input to University strategies, contribute to long-term planning (eg the 20-year Estate development plan), and represent Development and Alumni Relations in committees and high-level working groups, working to ensure there is a culture of fundraising across the University that enables the highest possible philanthropic results.
- Actively participate as a member of the Development and Alumni Relations Leadership Team, contributing to the formulation and implementation of department plans and objectives in line with the University's overarching strategy.
- Develop effective relationships across collegiate Cambridge, working closely with the Executive Director, the Vice Chancellor, Pro Vice Chancellors, Heads of House, and other high level decision makers.
- Lead on the relationship with the College Development Directors and own the Code of Practice (the agreement for how the University and Colleges co-ordinate fundraising activity).
- Co-lead the strategy and management of CBELA (gift acceptance committee) meetings with the Senior Director, Advancement Services, and advise the Vice Chancellor and other colleagues in respect of gift acceptance relating to prospective donations over £1m to the University.
- Act as consultant, advisor and expert on all matters related to own area, and liaise regularly with University leadership, College Directors of Development and Heads of House to ensure a consistent and collaborative approach.



Job Description

Key Duties and Responsibilities



Fundraising Programme Leadership

- Work with the Senior Director of Development, Principal and International to develop a consistent approach to leading and managing the fundraising teams, develop one culture for the development team as a whole, and to effectively co-ordinate donor approaches.
- Work with the Senior Director of Development, Principal and International and Senior Director, Advancement Services to implement and monitor a performance management framework that provides clear expectations, metrics and targets at department, team and individual levels, which enables a high-performance culture.
- With Directors and Heads of Development, set individual and programme metrics based on key performance indicators, managing progress towards annual fundraising goals.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively and develop this sense of personal responsibility within teams.
- Monitor the pipeline and set appropriate goals to drive the behaviours required to meet targets in the long term as well as annually.
- Manage the annual fundraising planning process and ensure preparation and approval of work plans are consistent with overarching fundraising objectives.
- Work closely with the University's senior administration and academic leaders to develop philanthropic opportunities aligned with institutional priorities and implement effective strategies to raise monies in support of those opportunities.
- Work with the Campaign Director to ensure there is an effective pipeline of fundraising priorities and products.
- Develop and strengthen the understanding of principles of fundraising among academic champions and other University leaders by means of workshops, seminars, and one to one conversations and training.
- Maintain Cambridge University as a development and alumni relations industry leader by identifying and employing sophisticated tools for effective delivery of fundraising best practice.
- Create and manage development budgets ensuring that financial risks are actively managed.



Job Description

Key Duties and Responsibilities



Management

- Manage a team of professionals by providing leadership, setting and evaluating individual goals, developing and sustaining appropriate training, mentoring, and assigning and monitoring coverage of primary areas of focus. Ensuring the team is integrated and supported.
- Set responsibilities for direct reports with clear processes in place to manage performance transparently. Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively. Develop this sense of personal responsibility within the team.
- Act as a role model to other team members, peers and colleagues, supporting a motivational environment where people are challenged, developed, encouraged and supported to achieve outstanding results.
- Create and maintain a supportive and cooperative approach that spans the University and collegiate Cambridge Advancement communities.
- Set up internal groups as required to support the delivery of strategy activity. Identify membership, set structure, direction and agendas, monitor activity and ensure required outputs are produced.

Fundraising

- Manage a personal portfolio of 5-10 principal gift (£10m+) prospects to cultivate and solicit seven plus figure gifts, working to personal fundraising targets.
- Manage and coordinate strategic donor approaches with stakeholders across the collegiate community to avoid conflicts and promote Cambridge's interests and priorities effectively.
- Through conversations with fundraising colleagues, academics, donors and volunteers, and by means of individual research, identify new potential donors with philanthropic interest in Cambridge.
- 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.



Person Specification



Education and qualifications

- Undergraduate degree or equivalent professional experience.

Relevant experience

- Demonstrable experience of leading and inspiring a large, high-performing, multifaceted fundraising team generating philanthropic income in the multi-million range annually.
- Experience of developing and successfully implementing multi-year fundraising strategy.
- Proven track record in establishing, monitoring, and achieving demanding targets.
- Experience of working across a complex organisation to identify and work up bespoke and core fundraising priorities in response to organisation need and donor interest.
- Experience of building an effective trusted working relationship with senior leaders in an organisation, providing support and advice with reference to fundraising.
- Proven track record in working with academic/ programmatic leaders.
- Extensive principal gift fundraising skills with experience of delivering £1m+ donations.
- Experience of being part of a leadership team for a comprehensive university or charity fundraising campaign.
- Significant line management experience.



Person Specification



Specialist knowledge and skills

- Demonstrable capacity to analyse, think critically, strategically and to innovate, both to promote innovation and resolve/respond to problems.
- Possess good analytical and problem-solving skills including the ability to work with a range of numerical and other data.
- Ability to handle multiple deadlines, shifting priorities and rapid change with ease.
- Be adept at demonstrating outstanding judgement, clarity of thought and working through collaboration by exercising influence.
- Strong project management skills in facilitation and delivery, backed up by excellent organisational skills with the ability to prioritise appropriately.
- Highly opportunistic and able to take the initiative on one's own when the situation demands it.
- A motivational leadership style, inspiring and empowering others in a constructive and collaborative way.
- Ability to build and maintain strong relationships internally and externally.
- Outstanding ambassadorial skills.
- Ability to build empathetic relations with high-net-worth individuals in a variety of professional and high visibility positions.
- A high level of awareness of personal impact and ability to modify behaviour accordingly, listening and responding constructively to the realities and needs of others by using a range of communication skills and strategies.
- A combination of the personal sensitivity, creativity and tact that is needed when working with senior academics, development colleagues and prospective major donors to collegiate Cambridge.
- Ability to communicate concepts and ideas drawing on relevant data as appropriate.
- Excellent negotiation skills with gravitas and diplomacy.
- Excellent social skills and cultural understanding, and a high level of communication skills, both oral and written.
- Demonstrate an understanding of the economic/commercial context and financial dynamics of fundraising, the drivers which maximise results, and the priorities of Development and Alumni Relations and the University.
- The gravitas required to command respect among senior University stakeholders and internally within Development and Alumni Relations.
- Understand and work within the politics and protocols of University life at a senior level.
- A strong natural drive toward getting into the field with a desire to be actively engaging with donors and potential donors to collegiate Cambridge.
- Willingness to work outside of regular hours and to travel including overseas.
- Able to evidence how you have demonstrated our core values: Collaboration, Accountability, Respect, Passion, and Excellence.

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 at least 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

£117,094 - £143,970 plus significant market supplement where needed to ensure that the University is able to attract leading professionals to this critical position.

Hours of work

There are no conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your line manager.

Length of appointment

Permanent

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.



Benefits

We recognise our staff as our greatest asset and offer a range of competitive benefits, including discounts on shopping and healthcare, tax-efficient pension schemes, and comprehensive relocation support.

We promote work-life balance with generous leave, access to childcare facilities, and well-being initiatives. Our professional development opportunities range from extensive training programs to reduced fees for graduate courses. With Cambridge's rich history and vibrant culture at your doorstep, you'll thrive both personally and professionally. Read more on [what we can offer you](#).

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](#).



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, aiming to reduce our carbon emissions by 34% by 2020 and 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.](#)



How to Apply



To apply, please send your CV and cover letter no later than midnight on 24th of November 2024 to: info@weareconstellate.com

First round interviews for this position are due to take place on the week commencing **6th of January 2025**.

Second round interviews for this position are due to take place on the week commencing **13th January 2025**.

The University of Cambridge is partnering with Erin Hall-Westfall and Joanna Logan of Constellate Global Talent on this search. If you would like to have a confidential discussion about the position, please email info@weareconstellate.com.

