Senior Development Officer (Major Gifts)

Candidate Information Pack

December 2021
The Alumni & Development Office

The Alumni & Development Office at Queens’ College is responsible for fundraising and alumni and supporter engagement.

The office is situated centrally in College, with scenic views of the river Cam, the famous Mathematical Bridge and buildings dating as far back as 1448.

Our department is responsible for raising regular and major philanthropic gifts both from alumni and non-alumni, as well as fostering lifelong relationships between the College, its alumni and supporters, ensuring that the global community of more than 13,000 alumni is informed about new developments in College and actively engaged with its aims.

We work collaboratively with Cambridge in America (CAm) and the Cambridge University Development & Alumni Relations Office (CUDAR) in order to maximise philanthropic opportunities for Queens’.

Ongoing support and training for development professionals is often provided by the Cambridge Colleges Development Group (CCDG).

Our Mission

Our mission is to increase alumni engagement and to support the College in delivering its strategic aims by ensuring that the financial resources required to realise these are made available through philanthropy and increased donor participation.

Our fundraising aims to support student bursaries, Fellowships, the general costs of delivering first class education in a historic setting, and to increase our endowment, upon which we largely depend.

About us

Queens’ has one of the most successful development programmes in Collegiate Cambridge and it is therefore expanding its Alumni & Development Office team. The Alumni & Development Office is a dynamic, progressive and stimulating place to work. It is immersed in the life of the College and has regular interactions with other departments, Fellows and students. Our team has a strong work ethic and a keen understanding of the importance of innovative and collaborative working practices.

The department’s success is based on the collective efforts of its staff under the direction of the Head of Department and the Development Director. We encourage different perspectives and invest in our team. We are proud to work for one of the most well-known, diverse and widely respected colleges in Cambridge. Our team plays a particularly important part in upholding the College’s good reputation in all our interactions with its members.
**Role Summary**

This role is for a committed and experienced fundraiser, who can work with prospects and donors to bring in major gifts (including legacies).

The role holder will work with the Development Director and the Development Officer (Regular Giving & other gifts) in the planning and delivery of Queens’ College’s fundraising and legacy programme activities, with the aim of improving donor participation and philanthropic revenue.

The role holder will manage a portfolio of donors, legators and prospects, and will identify, cultivate, solicit and steward them as appropriate. The role holder will be responsible for managing and developing Queens’ legacy programme.

This is an exciting role within a dynamic office and requires understanding of the College’s fundraising priorities, along with outstanding verbal and written communication skills, and a proven track record of successful face-to-face fundraising.

Knowledge of the UK Higher Education Sector, the Collegiate University, and a strong belief in the importance of educational opportunities, with an understanding of current issues are beneficial. Teamwork, tact, research, preparation, excellent IT skills, having a positive attitude and attention to detail are also vital. The role holder will report to the Head of Department and Development Director.

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**Team Chart**

**Alumni & Development Office, Queens’ College**

[Diagram of the team chart]
Job Description

Key duties and responsibilities:

**Major Gifts:**

- Work with the Development Director, Development Office staff, alumni, friends, Fellows and students of the College to conduct effective major gift fundraising.
- Conduct face-to-face fundraising for major gifts (five, six and seven-figure donations), including travel to meet prospects in the UK but possibly in Europe, Asia & the USA.
- Meet philanthropic targets set by the Development Director, including number of meetings with prospects and donors per month.
- Manage and conduct fundraising campaigns of varying kinds, including writing cases for support.
- Build effective relations with current and prospective donors.
- Advise prospects and donors on tax efficient giving and gift aid.
- Manage a prospect portfolio that includes Benefactor-level donors, adding to this group consistently.
- Be available and able to host and speak at College events involving prospects, donors, students and parents.
- To undertake any other duties and responsibilities appropriate with the post as directed by the Development Director and Head of Department.

**Legacies:**

- Manage and develop Queens’ legacy programme with the aim of securing legacy pledges.
- Create biannual legacy newsletters to members of the Arthur Armitage Society.
- Attend and assist with the annual Arthur Armitage Society Garden Party.
- Liaise with the families of legators about bequests.
Person Specification

Qualifications, Skills and Experience

Essential:

- Well-educated, preferably to degree level, or equivalent.
- Knowledge of the UK Higher Education Sector, the Collegiate University and a strong belief in the importance of educational opportunities, with an understanding of current issues.
- Able to think strategically about fundraising.
- Able to promote interest in the goals of the College amongst prospects and donors.
- Proven track record of face-to-face fundraising but willingness to adapt processes to particular situations.
- Outstanding verbal and written communication skills, with the ability to liaise effectively with people at all levels, ages and of varying backgrounds.
- Meticulous attention to detail and accuracy.
- Able to act independently and decisively when situations demand.
- Excellent IT skills, including knowledge and experience of fundraising databases (preferably Raiser’s Edge).
- A self-motivated person with a positive attitude.
- Able to demonstrate all round flexibility and be prepared to travel and work outside of normal hours when necessary.

Desirable:

- Raiser’s Edge database experience.
- Knowledge of tax efficient giving, legacy fundraising and gift aid
- Familiar with GDPR
Remuneration and Benefits

Hours of work:
Basic hours are 36.5 per week, Monday to Friday (actual hours to be agreed). Flexible working opportunities are available. There will be a requirement to work additional hours for attendance at events, evenings and weekends (this may include travel within the UK or internationally), for which time off in lieu [TOIL] will be granted.

Salary:
£39,210-£48,183 per annum depending on skills & experience.

Pension:
Membership of the College contributory, final salary pension scheme after a qualifying period.

Holiday:
26 days per annum plus public holidays

Other Benefits Currently Offered:
• One free meal per day is offered during working hours (when College kitchens are open)
• Free annual health checks
• Subsidised sports and social events
• Various sporting facilities
• Access to University Card which offers subsidised travel on U bus between Madingley Road Park and Ride and College
• Discounted membership of dental care and medical insurance schemes available
• After qualifying periods, length of service award and additional holiday entitlement

Investing in our staff:
Queens’ is supportive of continuous professional development and suitable opportunity for training and development will be provided.