Deputy Development Director
Candidate Information Pack
December 2023
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. 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

The main purpose of the job will be managing the Alumni & Development department's day-to-day operations to deliver its strategic objectives successfully. Operations include line management of staff, the extensive stewardship programme, fundraising, communications, events, and alumni relations. The role will also include an important fundraising element, working directly with a group of high-level donors to elicit support for the College.

Working closely with the Development Director and the President, this position plays a key role in implementing the College’s development strategy, enhancing relations with College members and other potential donors/supporters, and maximising the overall fundraising effort at Queens’.

This role is for a dedicated, hard-working, extremely competent person who can run the well established development operation and also fundraise through building relationships for the College with high net worth prospects, both in the UK and abroad.

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.
Person Specification

Qualifications, Skills and Experience

Essential:

- Experience in the effective line management of a team of staff.
- Experience of implementing strategy within a fundraising setting and engaging in strategic thinking.
- Experience of working in a fundraising role with a focus on direct, face-to-face communication and the proven ability to secure major gifts.
- Proven ability to promote interest in the goals of the College amongst prospects and donors.
- Outstanding interpersonal, verbal and written communication skills, with the ability to liaise effectively with people at all levels and of varying backgrounds.
- Ability to successfully deliver a variety of projects and events.
- Meticulous attention to detail and accuracy.
- Ability to act independently and decisively when situations demand.
- Excellent IT skills.
- Experience of using fundraising databases.
- A self-motivated person with a positive attitude, particularly during periods of high pressure.
- Ability to demonstrate all-around flexibility and be prepared to travel and work outside of normal hours when necessary.
- Knowledge of GDPR.
- Well-educated, preferably to degree level (or equivalent) or equivalent experience.

Desirable:

- Experience of working in a collegiate environment and/or charitable environment.
- Knowledge of the UK Higher Education Sector and/or the Collegiate University.
- Experience of using Raiser’s Edge database.
Remuneration and Benefits

**Hours of work:**
Basic hours are 36.5 per week, Monday to Friday. 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 will be granted.

**Salary:**
£60,000-£65,000 per annum depending on skills & experience.

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

**Holiday:**
29 days per annum plus public holidays

**Examples of some discretionary benefits currently available:**
- One free meal per day during working hours prepared daily by our chefs (when College kitchens are open)
- 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
- Free physiotherapy
- After qualifying periods, length of service award and additional holiday entitlement