Master’s Welcome

I am delighted that you are considering this exciting opportunity to join St Catharine’s as our Development Director, helping us to be able to continue to offer world-class teaching and research opportunities for our students, and foster a welcoming environment in which all parts of our community can thrive.

As for nearly all Oxbridge colleges the generosity of our alumni, through financial giving, legacies and expert advice and support, is essential to secure our future development and, increasingly, our financial sustainability. The role of Development Director in leading the Alumni and Development Office and acting as the College’s principal interlocutor with our alumni is pivotal. We are looking for an outstanding individual to build on the successes of our current Development Director and to be an active and engaged member of the College community.

Founded in 1473, the College now comprises over 8,000 alumni, 865 students, 62 Governing Body Fellows (our Trustees) and 130 staff, together forming one global and unified community. We are whole-heartedly committed to being an inclusive community, upholding excellence, diversity and equality of opportunity for all members. We pride ourselves on our ability to attract the brightest minds, whatever their backgrounds, and our reputation for being at the forefront of student welfare provision in Cambridge. We are consistently among the most popular Colleges in terms of applications from prospective students. I hope that you will find just as I have done that St Catharine’s – its students, Fellows, alumni and staff – are an incredibly effective and supportive community.

Since its foundation, St Catharine’s has been built on a strong foundation of philanthropic giving, which we need to maintain and expand in response to the funding challenges facing today’s students and the wider higher education sector. The current ‘Our College, Our Future’ campaign – the second largest ever conducted by any Cambridge College – is well on the way to raising £65 million to enable us to invest in outstanding teaching and research, provide generous student support, enrich College life and execute a planned renewal of our buildings and spaces.

As Development Director, you will be joining us at an exciting time. With the completion of the Central Spaces major building project this summer, we have delivered virtually all the aspirations in our current strategic plan. You will play a vital role in helping the College’s Governing Body to define our next set of priorities for the next strategic plan, including our development goals. As one of the Senior College Officers, you will take an important and visible leadership role within College, alongside the Master, President, Bursar, Senior Tutor and Operations Director who collectively work to benefit our students and strengthen the College for generations to come. We have put in place a detailed and inclusive process to identify our next Development Director and I personally look forward to extending a warm welcome to the successful applicant in Spring 2023.

Professor Sir Mark Welland FRS, FREng

The Opportunity

We are looking for an exceptional individual to build on the outstanding achievements of Deborah Loveluck who stands down in Spring 2023.

This is an exciting opportunity to join St Catharine’s to lead one of the most successful Oxbridge Development programmes. In the past decade donors have funded teaching posts, an expansion of fully-funded postgraduate student numbers, the transformation of our buildings and spaces (most notably the McGrath Centre and Central Spaces project), outstanding student welfare provision by a new health and wellbeing team, and substantial aspects of our highly-regarded access and outreach programme.

Leading and inspiring the Alumni & Development Office (ADO), you will be responsible for developing and implementing a creative fundraising strategy aligned with the College’s strategic aims:

- provide a world-class education for our students, in a supportive environment where academic aspiration, diversity and welfare are promoted
- deliver a planned renewal of our buildings and spaces including the remodelling of the College’s Central Spaces and construction of new student rooms
- develop our people to best support our students including the endowment of key posts
- eliminate the College’s deficit by expanding its revenue base and building up the endowment.

The main responsibility of the role will be to build and grow key relationships between the College community and potential benefactors in support of a range of development goals. The Development 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.

The successful candidate will be a confident communicator with well-developed interpersonal skills and outstanding leadership abilities. You will have a strong sense of integrity and a proven track record in securing philanthropic income together with expertise in relationship management, outstanding organisational skills and a passion for the mission of St Catharine’s.

The role will particularly appeal to an experienced and talented philanthropic fundraiser who is motivated by the opportunity to have a formative impact on the College’s fundraising. Building on a platform of strong fundraising performance, you will play a pivotal role in enabling St Catharine’s to take the next step in its capability to attract philanthropic funding and engage powerfully with its alumni and non-alumni stakeholders worldwide.

This is a truly career-defining opportunity.
St Catharine’s College

St Catharine’s College (affectionately known as ‘Catz’) is a welcoming, inclusive and vibrant academic community located in the heart of Cambridge. We are known as a friendly College and one with a real sense of community.

St Catharine’s is one of the 31 Colleges in the University of Cambridge and is dedicated to academic excellence, ambition, diversity and welfare. We are committed to ensuring our students realise their academic and personal potential, empowering them to make a difference in the world. Our vibrant community includes scholars from a wide range of backgrounds, reflecting the society we pledge to serve. The Catz experience is transformational. Catz graduates around the world have forged successful careers in fields such as research, law, medicine, finance, publishing, arts, and politics; there are 8,457 living alumni with whom the College has strong and warm relationships.

We are committed to widening participation in higher education and to supporting students of all educational and social backgrounds, including those traditionally underrepresented at UK universities. In the 2021 undergraduate intake, 80% of UK students were from state schools, and 15% were in POLAR quintiles 1 and 2 (the demographics indicating low participation in higher education). In 2021 postgraduate and undergraduate students came to St Catharine’s from 38 different countries, and from across the regions of the United Kingdom.

We believe in the importance of being outward looking; Fellows and students look beyond the College and the University to the world, and try to make a positive difference. Initiatives include a partnership between the College and Cambridge Women’s Aid, working together to provide direct support to survivors of domestic abuse, and Heads Up!, a project supporting the interest of young people with disabilities, physical and/or mental health conditions, specific learning difficulties and neurodiversity, which was shortlisted for the 2021 Bright Network Diversity & Inclusion Award.

In addition to their administrative, pedagogical and welfare roles in College, our Fellows make significant contributions to the teaching in the University of Cambridge’s Faculties and Departments, the governance of the University, and to learned societies, both nationally and internationally, in their fields of expertise.

For more information about the College, please visit www.caths.cam.ac.uk.

Alumni & Development Office

St Catharine’s Alumni & Development Office (ADO) is responsible for all development and alumni relations activity within the College. The ADO currently comprises seven roles including the Development Director. The team includes specialists in major gifts, regular giving, alumni relations and fundraising administration.

A member of the leadership team comprising the Master, President, Bursar, Senior Tutor, and Operations Director, the Development Director works closely with these colleagues as well as the Campaign Advisory Group (made up of key alumni with a range of expertise to advise the College). The Development Director will be elected an official Fellow of the College. As an official Fellow, the Development Director is a trustee of the College as a registered charity, and sits on various committees including the Strategic Planning and Finance Committees.

St Catharine’s is one of only four colleges who have raised £60m plus between 2011-2020 with a ratio of £11 raised per pound spent from 2015 - 21. Over the past three years, the College’s total philanthropic cash raised has been £43m, ranging between £10m and £21m per year: £35m has come in restricted gifts and £1.2m in legacies and £0.6m in annual fund contributions (£0.2m per annum). The average annual participation is 14%.

The Development Director spends a significant proportion of their time undertaking face-to-face meetings with current or prospective donors in the UK and overseas.
Job Description

Reports to: Master
Responsible for: Head of Fundraising, ADO Executive Administrator and Development Manager

Primary Purpose
The Development Director is responsible for developing and implementing St Catharine’s alumni relations and development strategy designed to advance the College’s long-term strategic goals.

As the College’s lead fundraiser, the Development Director carries their own portfolio of major gifts prospects and will have an important role in the solicitation of six-, seven-, and even eight-figure donations. They work closely in partnership with the Master and Bursar, involving them in the relationships with the College’s top prospects and ensuring that they have sufficient support to play an effective role in securing major gifts. They will be accountable to the Strategic Planning Committee, Finance Committee and Governing Body for delivery of agreed targets. They steward donor relationships in a strategic and creative manner in order to develop and enrich the long-term personal relationships between donors and the College. They additionally develop and oversee effective fundraising at all levels, harnessing the help of Fellows, alumni and volunteers, including the Campaign Advisory Group as appropriate.

Main Duties and Responsibilities

Strategy & Management
- Review, refine and implement the College’s alumni relations and development strategy in line with the College’s strategic plan
- Maintain a strong understanding of international trends in educational fundraising, alumni relations and communications to ensure that St Catharine’s remains at the forefront of development activity within Cambridge and internationally
- Set the annual priorities for the ADO and manage its work to achieve the College’s strategic objectives and specific targets set for the office
- Take responsibility for the day-to-day management of the ADO team ensuring a strong level of collaboration
- Devise and implement appropriate annual goal setting and metrics processes to ensure the professional and focused operation of the ADO team
- Carry out annual appraisals of direct reports to ensure career and personal development and effectiveness of the team
- 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

Fundraising
- Lead on all fundraising for the College, in conjunction with the Master, ADO team, the Campaign Advisory Group, the Bursar and Fellowship
- Lead on the cultivation, solicitation and stewardship of all major donors with a personal focus on securing six-, seven- and eight-figure gifts in support of the College’s strategic priorities
- Identify and target potential benefactors and champions for the College with a view to expanding the donor base and asking for major gifts and legacy pledges
- Oversee the annual fundraising programme and expand regular fundraising programmes
- Plan and execute meetings, events (including digital events) overseas trips and other activities as required in support of the fundraising strategy and in line with the College’s goals
- Report on progress against fundraising targets to the Strategic Planning Committee, Finance Committee, Governing Body, Campaign Advisory Group and other College committees as appropriate
- Lead and steward the College’s Campaign Advisory Group

Central Spaces Project, June 2022. £16 million project funded entirely by alumni support. Opening October 2022.
Alumni Relations

- Oversee the College’s alumni relations programme which includes reunions, events, regular communications (newsletters, films, virtual events), printed publications and stewardship reports, ensuring this supports the College’s fundraising strategy
- Oversee content of the St Catharine’s alumni and friends web pages and liaise with the Communications Manager on relevant website and social media content
- Work with the St Catharine’s College Alumni Society, which includes attending committee meetings and sitting on the editorial board for the St Catharine’s Magazine
- Host alumni in College and maintain relationships with legators and longstanding-members of the College (including friends and associate Members)

Other

- Remain abreast of and in compliance with, regulatory requirements and best practice in respect of fundraising and data protection
- Also, to carry out such other functions as from time to time the Master might require, commensurate with the level of this position

This is not an exhaustive list of duties and the post-holder may be required to undertake different tasks and other related duties, commensurate with the post, as required.

Person Specification

Qualifications

- Educated to first degree level or equivalent.

Knowledge and Experience

- A proven track record of successful philanthropic fundraising;
- A demonstrable ability to secure gifts or income at a significant level (six- to eight-figure gifts);
- Able to develop and implement effective strategic plans and deliver them operationally;
- Evidence of success with widening the participation base of donors;
- A proven ability to interact readily and professionally with a range of high-level and diverse stakeholders;
- A track record of successful leadership, organisation and management of a team;
- Experience of working with senior level volunteers and/or donor development boards;
- Experience of budget management;
- Experience of fundraising and alumni relations in a higher education environment (desirable);
- Experience of fundraising in an international context (desirable); and
- Experience or in-depth understanding of collegiate universities (desirable).

The successful candidate will have:

- Excellent communication skills both orally and in writing;
- Sound networking skills with the ability to negotiate and influence at all levels;
- The presence, gravitas and intellect to operate effectively at a senior level;
- The propensity 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;
- The ability to demonstrate emotional intelligence, sensitivity and tact where needed;
- The ability to manage time and prioritise a substantial workload in different areas;
- A willingness to travel extensively abroad as well as in the UK;
- Strong IT and relationship database literacy; and
- A commitment to the aims and values of St Catharine’s College.
Terms and Conditions

**Location:** St Catharine’s College, Cambridge, CB2 1RL.
We are open to discussing hybrid working although a substantial physical presence in College is required for this role including attendance at College functions.

**Salary:** £75k - £85k with flexibility for an exceptional candidate.

**Hours of Work:** Full time hours are 37.5 hrs per week. The role requires flexibility as there will be a requirement to work outside of normal office hours and there will be UK and occasional overseas travel.

**Probation period:** 6 months.

**Annual leave:** 25 days plus public holidays (usually 8 per year).

**Pension eligibility:** Eligible to join USS, Aviva Pension or NEST pension schemes.

**Other benefits include:**
- Free meals in the College dining hall when open.
- Fellowship benefits including allowances for computer equipment, books and entertaining.
- Generous defined contribution pension provision with salary exchange arrangements.
- Access to the College’s Cycle to Work voucher scheme.
- Opportunities for training and development.
- A range of family friendly benefits (including generous maternity and paternity benefits above statutory requirements), agile and flexible working policies.
- Use of a small on-site gym.
- Access to the College’s private Health Care scheme with 75% subsidy.
- Access to staff wellbeing and employee assistance support including free flu vaccinations and support from our wellbeing team.
- Free life assurance (death in service benefit) with probate and bereavement support.
- Access to discounts with local retailers etc., using the College card (at the discretion of the provider).

How to Apply:

Please apply by submitting a completed application form along with a copy of your curriculum vitae (CV) and a covering letter highlighting your suitability for the position, and an **Equality & Diversity Monitoring Form by 3 October 2022** by email to Maxine Flynn, HR Manager at: recruitment@caths.cam.ac.uk

If you have further queries about this post, please contact Joanna Logan, Recruitment & Talent Adviser, University of Cambridge Development and Alumni Relations via email at: joanna.logan@admin.cam.ac.uk

First round interviews for this position will take place in the week of **31 October 2022.**

Second round interviews for this position will take place on **16 November 2022.**

**Data protection**

Details on how we manage data from applicants can be found **here.**

**Equal opportunities**

Our Equality of Opportunity statement can be found **here.**

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Photo credit: Toby McCarthy