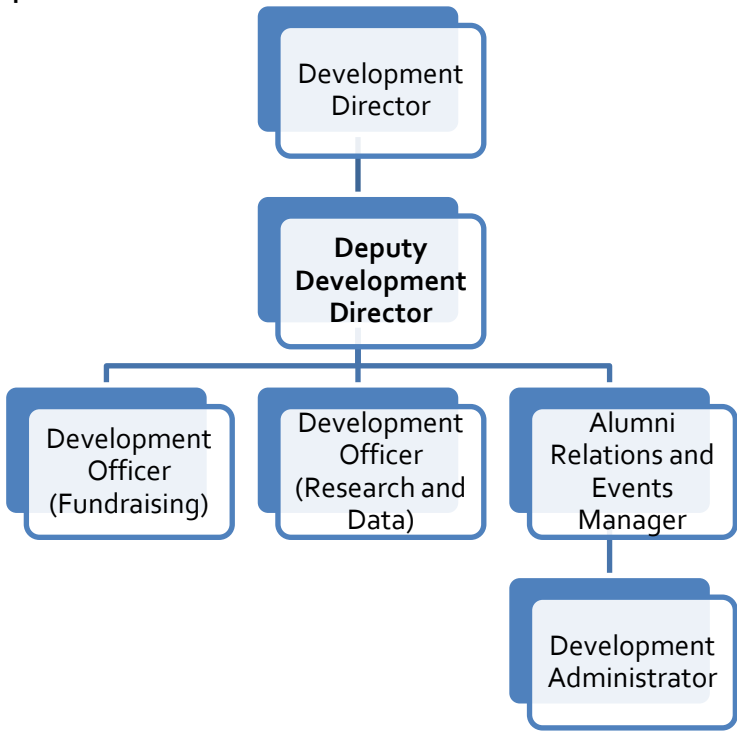




Job Description

Job Title: Deputy Development Director	Post holder:
Reporting To: Development Director  <pre> graph TD DD[Development Director] --> DDD[Deputy Development Director] DDD --> DOF[Development Officer (Fundraising)] DDD --> DOD[Development Officer (Research and Data)] DDD --> AREM[Alumni Relations and Events Manager] AREM --> DA[Development Administrator] </pre>	
Main Purpose of Role/Overview: Working closely with the Development Director, the postholder will manage a portfolio of approximately 100 prospects and donors, developing and delivering tailored cultivation and stewardship strategies that inspire philanthropic support for the College's priorities. They will also provide strategic oversight of the College's annual giving programme, alumni relations and events, ensuring that engagement and fundraising activity work together to strengthen the College's community of supporters. As Deputy to the Development Director, the postholder will take a leading role in the day-to-day management of the Development Office, with responsibility for line managing and supporting the permanent members of the team. They will provide clear direction, guidance and support, encourage professional development, and help create a positive, collaborative and high-performing working environment in which colleagues can thrive. The postholder will also oversee key operational aspects of the Development Office, ensuring that systems, processes and ways of working are effective, well-coordinated and support the team's priorities. Working closely with the Development Director, they will help manage workloads and resources, coordinate activity across fundraising, alumni relations and events, and ensure the smooth running of the office. This is an important leadership role within a friendly and ambitious team, combining frontline fundraising with responsibility for the people and operations that underpin the College's development activity.	
Main Responsibilities & Duties:	Standards of Performance/Results:
1. Manage a portfolio of approximately 100 major gift prospects and donors, developing and delivering tailored cultivation, solicitation and stewardship strategies. Build strong relationships and make direct asks in support of the College's fundraising priorities.	1. Deliver agreed major gift income and activity targets. Maintain a strong and well-managed prospect pipeline and provide an excellent donor experience. Undertake regular face-to-face donor and prospect meetings.

2. Provide strategic oversight of the College's annual giving programme, including giving days and other regular and lower-level giving initiatives, working with the Development Officer (Fundraising) to grow participation and build a culture of giving, particularly among younger alumni. 3. Oversee the College's donor stewardship programme, ensuring supporters receive timely, thoughtful and proportionate stewardship. Lead the production of the annual supporter Impact Report, with contributions from colleagues across the Development Office and College. 4. Provide strategic oversight of alumni relations and events, working closely with the Alumni Relations and Events Manager to ensure the programme strengthens alumni engagement, supports prospect development and creates opportunities to deepen relationships with donors and prospects. 5. Line manage members of the Development team, providing clear direction, regular supervision, constructive feedback and support for professional development. Allocate work effectively, monitor progress and performance, and foster a positive, collaborative and high-performing team culture. 6. Support the Development Director with the day-to-day leadership and operational management of the Development Office, coordinating workloads, priorities and resources across fundraising, research and data, alumni relations and events, and administration. 7. Oversee key Development Office systems, processes and procedures, working closely with the Development Officer (Research & Data). 8. Take responsibility for Development Office people processes in conjunction with the Development Director, including the induction and training of new colleagues, supporting effective ways of working and identifying opportunities to improve team processes and capability. 9. Contribute to Development Office budget planning and oversee relevant project and activity budgets, monitoring expenditure and ensuring resources are used effectively. 10. Oversee completion of key Development Office reporting and institutional returns, including the College's Annual Development Questionnaire, working with the Development Officer (Research & Data) and other colleagues as appropriate.	2. Oversee annual giving activity in line with agreed plans and targets. 3. Ensure supporters receive a consistently high-quality donor experience that strengthens long-term relationships and encourages future support. Deliver a high-quality annual Impact Report on schedule. 4. Oversee a coordinated programme of alumni engagement and events that supports the College's wider fundraising and relationship-building objectives. 5. Team members have clear objectives and priorities, receive effective support and development, and deliver high-quality work within agreed timescales. 6. The Development Office operates smoothly and efficiently, with clear priorities, effective communication and appropriate allocation of resources. 7. Systems and processes are accurate, efficient, compliant. 8. New colleagues are effectively inducted and trained, and the team has the knowledge, tools and processes required to work confidently and effectively. 9. Budgets are planned and monitored effectively, with expenditure managed within agreed parameters. 10. Accurate returns and reports are completed to the required standard and submitted on time.
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11. Contribute high-quality fundraising and engagement content to College communications and publications and ensure Development Office messaging is coordinated and supports the College's priorities. 12. Maintain up-to-date knowledge of fundraising, alumni relations, data protection, Gift Aid and relevant regulatory and sector developments. Share good practice with the team and implement appropriate changes to systems, processes and ways of working. <i>The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.</i>	11. Written communications are accurate, engaging and of a consistently high standard. 12. Development Office practice remains current, compliant and aligned with sector best practice.	
Scope/size of role (budgets, people, etc): Line management of the permanent Development Office team. Management of relevant project and activity budgets and contribution to overall Development Office budget planning. Operational oversight of Development Office systems, processes and resources.		
Significant internal/external relationships: Internally: Regular liaison with the President's Office, Finance Office, Operations and Estates Department, Student Office, Communications team and other College departments. Externally: University of Cambridge Development and Alumni Relations, Development Offices within other Colleges and the Cambridge Colleges Development Group, Lucy Cavendish alumni, donors, prospects and friends of the College, and relevant suppliers and professional networks.		
Objectives (as per PDR) or key milestones for first 12 months in post: <u>Target/Objective:</u>		<u>Time duration:</u>
Date prepared: By whom:	Agreed by Manager: Agreed by post holder:	

Person Specification
Deputy Development Director

	Essential	Desirable
Qualifications, experience and background	• Educated to degree level or equivalent. • Significant experience in fundraising, including major gifts. • Successful track record of direct solicitation for five-figure+ gifts from individuals. • Experience of managing a portfolio of prospects and donors and building productive long-term relationships. • Demonstrable line management experience, including setting objectives, managing performance and supporting professional development. • Experience of managing competing priorities, workloads and resources within a busy team. • Experience of overseeing operational systems and processes and improving ways of working. • Experience of a systematic approach to fundraising and demonstrated ability to meet income and activity targets. • Understanding of Gift Aid and other tax-effective giving mechanisms in the UK and internationally.	• Experience of working in a higher education environment, particularly collegiate Cambridge/Oxford. • Experience of overseeing an annual giving or regular giving programme. • Experience of alumni relations and/or events programmes. • Experience of managing budgets.
Specific knowledge/skills (technical)	• Excellent communication skills, both written and verbal, with the ability to communicate confidently and persuasively with donors, senior stakeholders and colleagues. • Strong leadership and people-management skills, with the ability to motivate, support and develop colleagues. • Strong organisational and operational management skills, with the ability to establish effective systems, processes and priorities. • Good all-round IT skills, with particular experience of relational databases and using data to support fundraising activity. • Knowledge of fundraising best practice, data protection and relevant regulatory requirements.	• Raiser's Edge experience would be an advantage. • Ability to understand and explain tax-efficient gifts, including bequests and other estate planning vehicles.
Personal attributes	• Empathy with the aims, goals and values of the Oxbridge collegiate system, and a commitment to support the delivery of these. • Target driven. • Able to work calmly under pressure, to manage several projects at any one time, to prioritise work and meet tight deadlines. • Strong organisational skills and a high level of attention to detail. • Able to understand and articulate the aims and needs of the College.	

	• Well organised, conscientious, and able to work on own initiative. • Positive and sociable outlook, with a confident personal manner and the ability to put others at ease. Ability to use discretion and handle confidential information.	
Team and management skills	• Ability to lead and work productively as part of a small, collaborative team. • Confident and supportive line manager, able to provide clear direction while encouraging initiative and professional growth. • Ability to build effective working relationships across the College and with senior stakeholders. • Sound judgement and the ability to handle sensitive and confidential matters with discretion. • A practical, solutions-focused approach to operational issues and continuous improvement.	
Other	• Flexible attitude to work (the post requires out-of-hours working and travel).	