



UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Careers in Development and Alumni Relations



Candidate Information Pack
Head of Alumni Programming
(6-month fixed term contract)

October 2026



Letter From Hiring Manager

Clare Monaghan

Dear Prospective Candidate,

Thank you for your interest in the position of Head of Alumni Programming. I am delighted that you are interested in this incredibly exciting role.

This position will play an important role in delivering the University's Alumni Engagement Strategy 2023-2030 and will be a key member of the Cambridge University Development and Alumni Relations (CUDAR) Alumni Engagement team.

Building on the strong foundations established by the previous role holder, the Head of Alumni Programming will lead the Alumni Programming team, overseeing the development and delivery of alumni events and communications content.

Working closely with colleagues across CUDAR and the wider University, you will ensure these activities form part of a coherent engagement journey for alumni, supporting broader alumni engagement objectives and future advocacy, volunteering and philanthropic opportunities.

You do not need a background in alumni engagement to be considered for this opportunity. I would be delighted to hear from candidates from a range of sectors, particularly those with experience in membership organisations, audience engagement, communications or marketing. What matters most is an ability to understand audiences, develop compelling engagement strategies and translate ideas into effective content.

I'm looking for someone who combines strategic thinking with a collaborative approach. Success will come from working in partnership with colleagues across the Alumni Engagement team and the wider organisation to develop and deliver ambitious plans. You should bring fresh ideas, curiosity and enthusiasm, while also understanding how to work effectively within an established strategy and organisational framework.

The role oversees a varied and high-profile portfolio of programmes and projects, alongside responsibility for leading and supporting a talented team of engagement professionals. You will be comfortable using data and insight to inform decision-making and will have experience of developing, implementing and evaluating engagement initiatives that deliver measurable results.

If you are an enthusiastic and inclusive leader, motivated by understanding audiences, building strong relationships and working with others to create meaningful engagement, I would be delighted to receive your application.

Best wishes,

Clare Monaghan
Director of Alumni Engagement

The Position

The University of Cambridge has a global community of more than 340,000 alumni, whose connections to Cambridge extend far beyond their time at the University. Through meaningful communications, events and opportunities to get involved, Development and Alumni Relations (DAR) works to strengthen these lifelong relationships, bringing alumni closer to the University and encouraging them to play an active role in its future.

We are seeking a Head of Alumni Programming to lead the development and delivery of an ambitious, audience-focused programme of alumni communications and engagement. This is an exciting opportunity to shape how Cambridge connects with its global alumni community, ensuring that communications and events are engaging, relevant and impactful, while supporting the University's wider ambitions for alumni advocacy, volunteering and philanthropy.

As a key member of the DAR Extended Leadership Team, you will lead the Alumni Programming team and oversee the strategic direction of alumni content and messaging. Working closely with colleagues across DAR and the wider University, you will help deliver a coordinated programme of engagement activities, including global in-person and online events, email communications reaching more than 200,000 alumni, and printed publications. Building on the progress already made, you will work with colleagues across DAR to further strengthen our segmented, data-driven approach. You will continue to improve the analysis and application of alumni data and insight to ensure engagement opportunities remain relevant, meaningful and responsive to the diverse interests of Cambridge's alumni.

The role offers considerable scope for collaboration, working with colleagues across the University's Colleges, Schools, departments and professional services, as well as senior University leaders, alumni, donors and external partners. You will also play an important role in developing and supporting your team, encouraging creativity, innovation and continuous improvement, while evaluating the impact of alumni engagement activities and ensuring that Cambridge's approach reflects the very best practice in the sector.

This is an opportunity to make a lasting contribution to how one of the world's leading universities engages with its alumni. Through thoughtful, creative and strategically focused programming, you will help strengthen the connections that alumni maintain with Cambridge and create new opportunities for them to contribute to the University's future.



About Development and Alumni Relations



We are a friendly, engaging and innovative Development and Alumni Relations team who work hard to deliver 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 great minds, facilitated collaboration, and encouraged the development of world-changing ideas across disciplines. These advances are made possible in large part through Cambridge's long-standing commitment to 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. As funding for higher education grows 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 growth. 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 guiding transformative initiatives. This commitment positions us to lead the sector in innovative approaches to fundraising, ensuring we continue to make a lasting impact on education and research.

The Development and Alumni Relations office and Cambridge in America ([CAm](#)) work in partnership with advancement colleagues across the 31 Colleges to maximise philanthropic opportunities for the Collegiate University. Together, we:

- Secure major philanthropic gifts from alumni and non-alumni supporters
- Foster lifelong relationships between the University, its alumni and supporters
- Ensure the University's global community of more than 340,000 alumni is informed about developments within the University and equipped to be effective ambassadors and advocates

The University of Cambridge has recently been named the [UK's top employer](#) in the Financial Times Best Employers 2026 survey. Our department, Development and Alumni Relations, is a lively, collaborative and stimulating place to work, with more than 160 staff members.

We enjoy each other's company and make time to have fun, whether with numerous baking competitions or book clubs – to name just a few.

We come from many different backgrounds and nationalities, and we know the positive contribution that difference, diversity, and mutual understanding bring to our workforce.

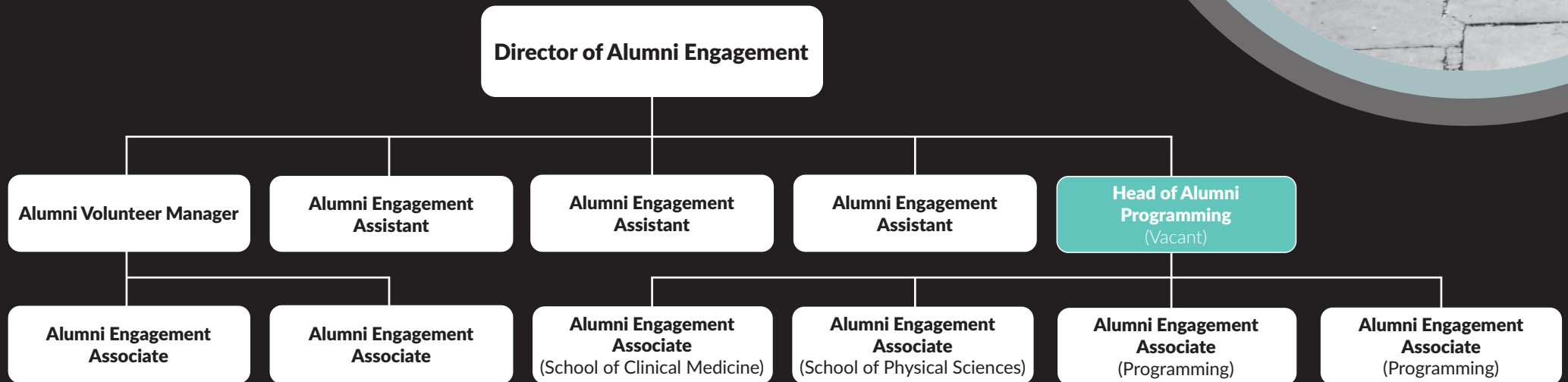
We are values-focused and our Peer Recognition Initiative recognises individual members of staff each month who have demonstrated at least one of our five values:

- Collaboration
- Accountability
- Respect
- Passion
- Excellence

[Find out more about us!](#)

Organisational Chart

Alumni Engagement Team



Job Description

Key Duties and Responsibilities



Strategic Management

- Design and deliver a global programme of innovative engagement opportunities for the community of more than 340,000 alumni, including alumni e-newsletters, alumni events (for alumni, donors and other University friends), social media, the website and hardcopy publications.
- Partner with the Director of Alumni Engagement to ensure the opportunities are designed based on a targeted data-driven approach that ensures an educated and engaged global community of advocates and ambassadors is cultivated, and new opportunities for philanthropy and volunteer engagement are nurtured and explored.
- Define and measure success through delivery against agreed metrics and make recommendations for revisions to programming based on key learnings from regular data analysis, external research, and internal understanding.
- Work with Schools to provide enhanced alumni programming to their target audiences through both the work of the dedicated team members, and wider departmental alumni engagement support. Work with other academic partners and institutions to aid and assist them in reaching their goals and seek out where synergies exist with alumni programming.
- In partnership with the Director of Alumni Engagement, Alumni Volunteer Manager, and other DAR colleagues, develop and implement a strategy to identify, engage, and steward influential, high-profile, and strategically important alumni, including individuals holding senior leadership positions in government, media, business and academia, leveraging their expertise, networks, profile, and advocacy in support of the University's strategic priorities.
- Working with senior colleagues at DAR to manage the regular recognition of the impact of alumni engagement programmes on the University's strategic priorities.
- Develop operational plans to deliver agreed strategies for programme segmentation and targeted content and communications.
- Alongside the Head of Advancement Communications, lead on the move towards a departmental end-to-end content strategy, collaborating with partners in the wider University to ensure efficient use of resources.

Job Description

Key Duties and Responsibilities



Team Leadership

- Lead and manage the Alumni Programming team to ensure the delivery of an innovative and effective programme of communications and engagement opportunities for the global alumni community.
- Provide positive leadership and direction to direct reports, ensuring an open and supportive working relationship that encourages teamwork.
- Build the skills of the Alumni Programming team to reflect ever-evolving industry best practice, keeping abreast of trends and new technology.
- Provide excellent line management to direct reports, to include objective setting, training and development support and annual reviews.
- Recruit and induct new members to the team.
- Proactively ensure that agreed outcomes are delivered effectively and on time; support the development of this sense of personal responsibility within the team and provide opportunities for learning as appropriate.
- Offer specialised expertise to the Alumni Engagement team, DAR, College Development teams and the broader University on data-driven engagement programming.
- Design and carry out training on audience segmentation, journeys, and experience to colleagues within Collegiate Cambridge as needed.

Stakeholder Management

- Actively communicate and liaise with other functional teams to ensure engagement activities have the appropriate tools, support and understanding of colleagues within DAR and externally.
- Manage relations with stakeholders across the collegiate community to ensure that key decisions are made at appropriate times in order for activities to be delivered efficiently and meet agreed objectives.
- Oversee the work of colleagues responsible for events, publications and digital communications focused on an alumni audience to ensure this is aligned with strategic plans.
- Ensure effective communication with alumni, colleagues, senior University staff, and content providers, and ensure all enquiries are handled efficiently and professionally.
- Act as a representative of the University and respond to alumni enquiries in a professional manner, as appropriate, through email, telephone or in-person communications.



Job Description

Key Duties and Responsibilities



Alumni Programming

Create and implement strategies for alumni engagement events and communications as follows, working with relevant members of the team as appropriate:

- Alumni communications and publicity, including print and online publications targeted at alumni.
- Web and email communication, including development and overview of the Alumni Relations website and web services for alumni, and Schools-based, alumni-focused web content.
- Events and activities, agreeing objectives with the Director of Alumni Engagement and wider colleagues, then ensuring that activity meets these objectives and follow-up actions are designed to promote ongoing engagement.
- Encourage and support academic and other departments in undertaking events and communications which will promote good alumni relations.
- Collaborate on data-driven programme design, and integrate data into an end-to-end content strategy that efficiently leverages resources and supports the University's goals.
- Undertake occasional travel, including internationally (approximately three times per year), to engage with global alumni audiences and support programme activities.

Administrative Support

- Provide frontline assistance to Development and Alumni Relations by supporting the Alumni Engagement administrative team as needed. This includes but is not limited to: answering phone calls, monitoring the alumni contact email inbox, producing CAMCards, greeting visitors, and dealing with general enquiries.



Person Specification



Education and qualifications

- Educated to degree level or equivalent professional experience.

Specialist knowledge and skills

- Strong skills in strategic planning, monitoring and reporting, and co-ordinating activities and results
- Excellent oral and written communication skills, with the ability to communicate effectively with a range of audiences.
- Exceptional tact, diplomacy, influencing and negotiating skills, with an understanding of the need for strict confidentiality.
- Effective leadership skills, with experience of managing and leading a diverse team of staff.
- Able to deal with VIP alumni and volunteers in a professional and appropriate manner
- Able to manage a challenging portfolio of projects, programmes and responsibilities
- Strong project management skills.
- Demonstrable capacity to analyse, think critically, strategically and to innovate, both to promote innovation and resolve or respond to problems.
- Adept at demonstrating outstanding judgement, clarity of thought and working through collaboration and by exercising influence.
- Highly motivated team player with a passion for alumni engagement.
- Understands and is able to work within the politics and protocols of University life at a senior level.
- The role holder will be expected to work at weekends and evening events, both in Cambridge, London and other UK locations and overseas, as part of his or her core hours.

Relevant experience

- Experience managing data-driven global alumni or membership engagement programmes.
- Significant experience of managing key relationships with senior colleagues, stakeholders and volunteers.
- Experience of developing and successfully implementing new alumni or membership engagement initiatives.
- Experience of designing a content programme including events, digital communications and long-form hardcopy content.
- Experience of leading projects from planning through delivery and evaluation.
- Experience of managing a team to ensure strategic objectives are met.
- Strong understanding of the role of Advancement for educational institutions and awareness of current issues in Higher Education.
- Familiarity with large customer or membership databases and event management systems.
- A good understanding of the General Data Protection Regulation.



Terms and Conditions



Location

1 Quayside, Bridge Street, Cambridge, CB5 8AB.

We operate a hybrid model; staff are expected in the office at least two days a week, with flexibility to work from home in line with departmental guidelines.

Salary

Grade 10: £63,606 - £67,468 per annum

Hours of work

37 hours per week

Length of appointment

6-month fixed term contract

Annual leave

41 days (including Bank Holidays), with fixed closure at Christmas. Leave year runs from 1 October to 30 September.

Pre-employment checks

The University has a legal responsibility to ensure all employees have the legal right to live and work in the UK. If you are made an offer of employment, we will need to verify this right before you start work.

[Read more on our Right to Work checks.](#)

Pension eligibility

The Universities Superannuation Scheme (USS) is specifically designed for all Academic-related members of University and College staff.

[Find 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

No fixed retirement age for assistant, research or unestablished academic staff. Established academic/academic-related staff retire at the end of the academic year in which they turn 69.

Equality, Diversity and Inclusion

The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

[Read more about our Equality, Diversity & Inclusion work here.](#)

Sustainability

The University is committed to environmental performance and aims for carbon neutrality in energy use by 2050. Our strategy includes energy and water conservation, waste reduction, sustainable procurement and biodiversity protection, integrated into research and teaching.

[Read more about our Environmental Sustainability progress here.](#)

Benefits

At Cambridge, we invest in our people, offering competitive salary progression and generous employer pension contributions of 14.5% relocation support, robust childcare and parental support, professional development opportunities, wellbeing services, and sustainable travel incentives. Whether you're advancing your career, balancing family life, or exploring new skills, we provide the support to help you thrive. [Read more about our full employee rewards and benefits here.](#)

Next Steps

How to Apply

To apply for this vacancy, please visit the University's job opportunities page. [Apply for this role and read more.](#) There you will need to click 'Apply Online' and register an account with the University's web recruitment system.

The closing date for this position is midnight on the **29th of October 2026**.

Interviews for this position are anticipated to take place in the week commencing **9th of November**.

What to expect...

1

Once you have submitted your CV and cover letter, your application will be reviewed in detail by the hiring manager after the closing date.



If your application is successful, we'll contact you to let you know what you can expect from the process and arrange your interview.

2

3

If you are invited for an interview, you'll be invited to Cambridge to meet with various stakeholders. This will be a great opportunity for us to get to know you better and for you to see your potential new work environment and get a feel for what makes this location so special.



We will be in touch regardless of the outcome, but our successful candidate can expect an offer letter when the decision has been made.

4

Questions?

Jo van Riemsdijk, Talent Acquisition Manager, will be your contact throughout this recruitment process, so if you have any questions, please let her know via email at

Jo.vanRiemsdijk@admin.cam.ac.uk



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