



MAGDALENE COLLEGE
CAMBRIDGE



Annual Fund Officer

Candidate Information Pack

October 2025

About Us

Magdalene College is one of the ancient Colleges of the University of Cambridge, it was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College.

We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College, and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College employs just over 100 members of staff across various departments including Alumni and Development, Academic Office, Finance, Catering, Maintenance, Gardens, Libraries, Porters, Housekeeping and IT. Further information is available from the College's website <http://www.magd.cam.ac.uk>

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £6.24 per day which equates to over £1400 per year for those working in College 5 days a week.

Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12% plus up to 10% staff contribution.
- Eye tests with Specsavers.

Department Information

The Alumni and Development Office currently consists of a team of nine colleagues, and it is a vibrant, forward-thinking, friendly and close-knit department responsible for all aspects of fundraising, communications and alumni relations including the organisation of alumni events both at home and abroad. The office is often the first point of contact for our Members, Friends and Honorary Fellows and runs a comprehensive communications programme involving both printed and electronic media.

The College successfully completed a five-year fundraising campaign a couple of years ago exceeding its target by several million pounds. The award-winning New Library, funded entirely from donations, won the prestigious Stirling Prize in 2022 and is widely regarded as one of the best in Cambridge.

We are currently raising funds for the complete restoration of the Pepys Building and work to encourage Members and Friends to continue to support bursaries, scholarships and teaching posts at Magdalene. The team, led by the Director of Development and Alumni Relations, Mrs Corinne Lloyd, is very well respected and has excellent working relationships with colleagues across the College, with the Fellowship and the student body.

We run an annual Telephone Campaign in-house using Vanilla Soft and hold a Giving Day every other year. Our events programme is second to none and our participation rate is well above the Cambridge average. We are looking ahead to the College's 600th anniversary in 2028 - all in all, a great time to join the team!

Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

Physical Requirements

Which statement best describes the physical demands of the role?

Requires normal physical effort associated with an office environment (or equivalent).

Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses normal office equipment and/or standard tools.

Role Summary

Magdalene College is seeking to appoint a confident and knowledgeable Annual Fund Officer with strong interpersonal skills to be able to build effective relationships with regular and potential future donors. We would expect applicants to have some experience in annual fundraising and to be keen to develop skills in annual fund (unrestricted funds) fundraising to advance their career in Development in the

Higher Education sector.

The Annual Fund Officer will be closely involved with the running of the annual Telephone Campaign in-house, utilising and building on the flexibility of VanillaSoft. They will have responsibility for the Leadership segment of the Annual Fund and work closely with the Deputy Development Director, who leads the Regular Giving Programme; they will work towards expanding the leadership annual fund cohort at Magdalene.

This role offers a real opportunity for the right person to use their knowledge of development and their creativity to grow and shape the already successful Annual Fund at Magdalene and to strengthen the regular giving programme by stewarding those Members who make significant gifts to the Annual Fund. The post holder will report to the Deputy Development Director and work closely with the Development Officer (Gifts Administration and Stewardship) and the Database Officer. The Development Office is highly regarded within College having closed its first major fundraising campaign for some years way above target. The team of ten is a professional, friendly team which produces excellent results. This is an excellent opportunity for a colleague wishing to build upon their fundraising experience and advance their career in Development.

Responsible to: Deputy Director of Development

Job Description

Main Duties and Responsibilities

The main duties of the post include the following:

- Working with Regular Giving colleagues to further develop and enhance the regular giving programme, using innovative and creative ideas to demonstrate the impact of philanthropy and expand the narrative about the Annual Fund.
- Develop and manage a strategy to build on current annual giving by Members living overseas with particular focus on the USA working closely with the Chairman of the Magdalene College Foundation.
- Working closely with the Deputy Development Director in planning and implementing the annual telethon utilising VanillaSoft and collaborating actively with the regular giving team on all aspects of the telethon.
- Supporting the Deputy Development Director in building a prospect pipeline from Annual Fund donors.
- Using detailed analysis of giving data to identify potential legacy prospects and strengthen the existing legacy society.

Prospective Donor Identification and Stewardship

- Analysing and monitoring regular giving activity on a monthly basis working closely with the Development Officer (Gift Administration and Stewardship) to help identify giving patterns and trends for strategic purposes.
- Stewarding annual donor relationships in a strategic and creative manner keeping donors fully informed about the impact of their annual gifts with a view to developing long-term relationships between the donor and the College.
- Maintaining up to date knowledge of the College's current and future funding priorities and being able to articulate the Case for Support to donors.
- Keeping abreast of financial and regulatory developments within the charitable fundraising and Higher Education sectors
- Representing Magdalene College to Members, Supporters and Friends of the College, engaging where appropriate with Members, Fellows, students and staff to better understand and represent College life.
- Participating in and attending events for Magdalene as required.

PLEASE NOTE: the above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.

Person Specification

We require a very well organised, pro-active individual with good people skills who has excellent attention to detail.

The following criteria are appropriate to this post:

Knowledge and Experience

Essential or highly desirable

- Educated to degree standard, with significant, relevant experience of development.
- Experience of annual fund/regular giving fundraising as well as developing plans to enhance and expand the regular giving programme.
- Outstanding verbal and written communications skills and the ability to deal with people from all walks of life.
- An understanding of the Collegiate University and of the importance of the diversification of its funding base.
- The ability to represent Magdalene College with confidence and authority.

Personal Skills and Abilities

- Knowledge of the UK Higher Education Sector and a strong belief in the importance of educational opportunities, with an understanding of current issues.
- Familiarity with relational databases (experience with the Raisers' Edge database is preferable).
- Ability to use own initiative and work under pressure, but also a team player comfortable with working closely with colleagues.
- Strong interpersonal skills and an ability to deal easily with a number of stakeholders within the College in a flexible and enthusiastic manner.
- Ability to build rapport with individuals and build relationships with Members and Friends of the College.
- Ability to deal with people with a high degree of sensitivity, tact and diplomacy.
- Willingness to 'muck in' as sometimes required in a small team.

Remuneration and Benefits

Hours of Work

36.25 hours per week, but applications from those wishing to work part-time at 80% or above would be considered, with the exact work pattern to be agreed. The post holder will be required to work occasional weekends and out of hours. Overtime will not be paid but time off in lieu will be given.

Remuneration

The post is offered at a salary of £31,024 - £32,444 for 36.25 hours per week (Magdalene pay scale 26-29) dependent on qualifications and experience.

Holidays

The College offers full time members of staff 25 days leave a year, excluding bank holidays.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

Probationary and Notice Period

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be two months

How to Apply

Please download and complete both parts of the application form from the College website at www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries

Further enquiries about your application may be made by email to hr@magd.cam.ac.uk

Closing Date

The closing date is 9am Tuesday 18th November 2025 with interviews being held on Tuesday 25th November.





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