Magdalene College
CAMBRIDGE
DEPUTY DEVELOPMENT DIRECTOR

Job Description

The College

Magdalene College is one of the 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. There is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are just over 530 junior members of whom approximately two thirds are undergraduates and one third postgraduates. There are 40 Official Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College. Like the College, the Alumni & Development Office is known for its warm, friendly and welcoming approach to all members of the wider Magdalene community. The office, recently expanded and staffed by a team of eight, is heavily involved in the College’s most ambitious fundraising endeavour to date, Future Foundations – the Campaign for Magdalene but its responsibilities cover all aspects of alumni relations and communications including the organisation of alumni events as well as liaison with individual Members over the widest variety of matters.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The Deputy Development Director plays a key role in implementing the College’s development strategy, and in maintaining and enhancing relations between the College, its Members, well-wishers and other potential supporters, in support of Magdalene’s long-term development goals. Reporting to and working closely with the Development Director, the position involves line managing four members of staff, carries some responsibility for leading the Development Office, and for managing its work to achieve its strategic objectives and specific targets.
The Deputy Development Director will lead the College’s successful Regular Giving Programme, take charge of the annual calling programme and be responsible for all aspects of the Annual Fund including stewardship. He/she will also produce the Annual Campaign Report in collaboration with the Development Director and the Communications Officer. The position has overall responsibility for developing the College’s legacy programme further by building on the success of the Buckingham Society, sourcing new legacy pledges and introducing a regular legacy bulletin. The Deputy Development Director is also responsible for aspects of financial reporting including the Annual Development Questionnaire. The role involves dealing with high-profile individuals and requires some travel outside Cambridge and occasionally overseas.

The Deputy Development Director will manage and work closely with the Senior Development Officer in building a portfolio of individual life-time and legacy prospects, and is personally responsible for progressing high-level Annual Fund Donors to the next level of giving through face-to-face solicitations.

The Deputy Development Director will be expected to lead by example, help foster team spirit within the office, assist in monitoring overall performance and suggesting strategies for improvement, and attend events organised by the Development Office outside normal office hours. He/she will ensure that the Development Office is GDPR compliant and deputise for the Development Director when necessary.

Reports to: the Development Director

MAIN DUTIES AND RESPONSIBILITIES

Fundraising

- Taking charge of all aspects of the College’s Regular Giving Programme including the annual Telephone Campaign and identification, cultivation and stewardship of individual prospects in the Annual Fund pool.

- Undertake regular face-to-face cultivation of Members and current Annual Fund donors achieving at least 50 face-to-face annual meetings to secure mid-level and major gifts for the College’s priority projects.

- Manage and work closely with the Senior Development Officer building a strong portfolio of major gift prospects for the Future Foundations campaign. Maintain and update prospect lists and related materials, prepare regular campaign reports to share with the Development Team and volunteer leadership.

- Ensure that the systems and processes to support the Future Foundations Campaign are regularly updated and operating effectively and efficiently.

- Working closely with the Development Director in the design and execution of development policy and development initiatives.

Financial Reporting and Data Management
• Line-manage and work with the Development Officer (Database & Research) and the Development Officer (Gift Administration) on all aspects of financial reporting including the ‘Annual Development Questionnaire’; quarterly reports to the Development Committee monitoring, analysing and reporting donations as well as liaising with the College’s Bursary and Accounts Offices.

• Checking the accuracy of detailed financial reports on fund-raising performance produced on a quarterly basis for the Development Committee, and periodically, as required.

• Preparing the Annual Development Questionnaire for Magdalene College in collaboration with Alumni & Development colleagues and the College Office.

• Overseeing the annual Gift Aid reclaim.

• Liaising with companies contracted by the Development Office to undertake specific tasks, such as mailings and telephone fundraising campaigns, and providing them with the necessary data.

Legacy Programme

• Working to expand the membership of our legacy society, the Buckingham Society. Regularly reviewing the legacy programme, implementing best practice as well as stewarding legacy donors.

• Introducing, planning, writing and editing a new legacy newsletter.

• Face-to-face visits and other events to secure new legacy pledges and strengthen relationships with existing legators.

Communications

• Producing the Annual Campaign Report with the assistance of the Development Officer (Database & Research) working closely with a number of senior Fellows in the College as well as the Communications Officer.

Departmental Leadership

• Deputizing for the Development Director when required to do so.

• Line-manage four members of staff, the Senior Development Officer; the Development Officer (Database & Research); the Development Officer (Gift Administration) and the Development Administrator.

• Liaising with other deputies/Heads of Department across the College and attending regular Heads of Department meetings.

• Assisting the Development Director in managing the work of the Development Office to achieve its strategic objectives and specific targets. Assisting in monitoring overall performance and suggesting strategies for improvement.

Other Responsibilities
• Assisting the Development Director in preparing reports and taking minutes for Development Committee and College meetings as required.

• Attending occasional social events in College including but not limited to alumni events, as the post holder will have some dining rights. Entertaining Members at High Table from time to time.

• Dealing with enquiries from donors, prospects, and other members and well-wishers in a welcoming, friendly and helpful manner at all times, and ensuring that their requests are acted upon speedily and efficiently.

• Liaising with other departments, such as the Academic, Conference & Catering, Housekeeping and College Offices, to ensure effective coordination and good relationships between the Alumni & Development Office and other parts of College.

• Liaise with Cambridge University Development and Alumni Relations Office (CUDAR), the Magdalene College Foundation, the Cambridge Colleges Development Group (CCDG) and Cambridge in America.

• Performing other duties, as required, to fulfill the Alumni & Development Office’s responsibilities.

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**

The following criteria are appropriate to this post:

Knowledge and experience:

**Essential or highly desirable**

1. Educated to degree standard with a strong background in fundraising/development and alumni relations, including two years at senior level.

2. Significant prior involvement in a major fundraising campaign and track record of generating income.

3. Strong and proven line management capabilities. Strong interpersonal skills, a team player with the ability to communicate effectively and sensitively, mindful of the various constituencies including Fellows, students, Members and volunteers.

4. An understanding of the Collegiate University and a strong commitment to the College.

5. An excellent knowledge of fundraising best practice and a belief in the power of philanthropy to make a meaningful difference to the College.

6. A proven track record of initiating and cultivating relationships as well as experience of dealing with senior level executives.
7. Ability to work on his/her own initiative and be self-motivated with a positive outlook. Good organisational and time-management skills.

8. An excellent standard of IT literacy including Microsoft PowerPoint, Word, Excel and Outlook; familiarity with the management, maintenance and reporting from a relational database; knowledge of Raiser’s Edge would be beneficial

9. Excellent command of the English language, both written and oral, with commitment to a high standard of presentation.

**Salary and Conditions**

- The post is offered at a salary of £42,000 - £44,000 per annum dependent on qualifications and experience, with 25 days annual leave (excluding Bank Holidays). Whilst we would normally look to appoint at the lower end of the salary scale, an exception may be made for a candidate with the right experience.

- The post is full time, 36.25 hours per week.

- A free lunch is available when on duty (non-contractual).

- The post holder will occasionally be required to work during events outside of office hours (advance notice will be given). Overtime will not be paid but time off in lieu will be given.

- There will be a 6 month probationary period.

- The notice period for this post is three months.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

CDL September 2018