JOB DESCRIPTION
Deputy Development Director
Development Office

Reporting to: Development Director

Job Description: The Deputy Development Director partners with the Development Director to oversee the work of the Alumni and Development team and to develop productive relationships with College donors. Success in these responsibilities will lead to growth in annual fundraising revenues for the College and increased participation. The goal of the team is to increase fundraising income to £5 million annually for agreed College priorities.

Job Activities:

Team Management

- responsible for managing and delivering an outstanding engagement and donor participation programme - key measures will include progressive improvement of unrestricted income, annual alumni and parent participation, growth of participation in Clare’s planned giving society, increased attendance at reunions/gala days, regional gatherings and affinity events, growing participation in affinity groups, improved student and fellowship engagement in alumni and giving programmes and a growing culture of volunteerism in conjunction with the Clare Association and Alumni Council
- oversee an evolving development and alumni communications programme, including print and social media - in the first year this will include the introduction and implementation of a revised print publications strategy for both fundraising and general engagement
- foster a team culture that promotes engagement with senior College Officers, the Fellowship and alumni and facilitates connections between the fellows and students of Clare and Clare alumni
- manage the following team members:
  Development Manager, Events
  Development Associate, Giving Programmes
  Development Associate, Communications
  Development Associate, Supporter and Donor Engagement
  Development Administrator
  Development Associate, Database and Research
- train, mentor and evaluate members of the team

Prospect Management

- cultivate personal/institutional relationships, soliciting 5-6 figure gifts and pledges

Summer 2017
• manage a prospect portfolio of 100-150 donors, with an average 4-5 prospect meetings per working week (out of the office 1-2 days per week)
• develop relationships with representatives of trusts and foundations, and take the lead in applications in this area up to the £200,000 level
• be an active prospect researcher in partnership with the Development Associate (Database and Research)
• partner with campaign volunteers, year group representative and other alumni to engage with potential donors
• implement a donor-driven approach to each solicitation that takes into account the donor’s interests and motivations
• maintain accurate records of prospect strategy, proposals and meetings in the Raiser’s Edge
• thank volunteers, donors and prospective donors as appropriate
• liaise with University and North American development teams as required
• steward all donors, but with particular attention to those giving £10,000 to £100,000 over a five year period

Other Duties
• oversee office budget planning and expenditure. This includes non-salary budgeting for events, publications, training, fundraising and travel
• assist other members of the Development Office with the arrangements for a variety of alumni relations and fundraising events, including reunions, Gala Day, and regional/affinity events
• produce a variety of written and data reports
• any other duties as reasonably requested by the Development Director

General

Be familiar with, and work in accordance with, all College policies and procedures.

Participate in training designed to minimize occupational risks. This may include manual handling training, safe use of display screen equipment and other training as advised by the Health and Safety Officer.

This job description may be subject to change following consultation with the post holder.

PERSONAL SPECIFICATION

Essential:
• 4-5 years development experience demonstrating increasing responsibility for team management and frontline fundraising responsibilities in an environment where there has been measured accountability for results
• Proficiency in MS office and Raiser’s Edge database
• Good interpersonal skills
• Educated to degree level or equivalent
• Able to demonstrate a good knowledge of the UK charitable/philanthropic/HE sector
• Able to demonstrate good organisational and administrative skill
• Excellent attention to detail and accuracy
• Excellent writing skills
• Ability to work on own initiative with minimal supervision and to prioritise own workload sometimes under the pressure of deadlines
• A team player who embraces not just our office team, but the broader life of Clare College
• Conscientious, creative, flexible
• Ability to travel and work outside normal office hours