Development Director
Candidate Information Pack
May 2021
Thank you for your interest in working for Clare College in this key role. The College is dedicated to supporting excellence in teaching and research and has a well-earned reputation for openness and inclusivity. We aim to attract students from all backgrounds and to ensure that support, both financial and pastoral, is available to them throughout their time at Clare. Our alumni community is supportive and engaged, thanks to one of the most established alumni relations and development programmes in the University.

Over the past few years, the College has embarked on its most ambitious and transformative fundraising campaign yet, to mark the 700th anniversary of its foundation in 1326. The first stage of this campaign has focussed on raising £25 million in new philanthropic donations to renew and restore Old Court, which is not only the heart of the College, but also one of the most beautiful and iconic pieces of architecture in Cambridge. I have been proud to be co-chair of the campaign alongside Dr Alan Gillespie, and honorary Patrons Sir David Attenborough and John Rutter. Publicly launched in summer 2019, the campaign has gathered momentum quickly and has so far raised nearly £20 million towards this historic project. We expect to have reached our target within the next year.

The second part of the 700th Campaign will be broader and even more ambitious. Once the Old Court portion is complete, we intend to turn our attention to our endowment, raising funds to support Clare’s core purposes: teaching; student support; access; research; and community. These objectives will underpin the new phase, with an aim to raise in the region of £50 million, to shape the College’s future.

A more immediate landmark anniversary is the academic year 2022-23, when Clare will mark fifty years since it became one of the first three Cambridge undergraduate colleges to become co-residential, admitting both men and women.

Helping to plan and implement the strategy for these next steps will be a key priority for the new Development Director, working alongside the Fellowship and my successor, alumna Loretta Minghella, who will take up the Mastership upon my retirement in October 2021.

The post of Development Director is a crucial role within the College. This is an exciting opportunity with immense potential for the right candidate, and we welcome your application.

Tony Grabiner, Master

“I am thrilled to be returning to Clare as Master in October 2021 and look forward to working closely with the new Development Director to ensure that Clare can sustain the broadest possible welcome as a place of exceptional scholarship and community for the next 700 years. Thank you for your interest in joining the College at this pivotal moment.”

Loretta Minghella, Master-Elect
Introduction

Founded in 1326, Clare College is the second oldest of the 31 Colleges in the University of Cambridge. Regarded as one of the most progressive and informal, it is renowned as a College which achieves academically at the highest levels, whilst also being welcoming, forward-thinking, and inclusive. It is consistently one of the most popular choices amongst prospective applicants.

Clare was among the first three traditionally male Colleges to admit women and is celebrating 50 years of undergraduate co-education in the academic year 2022-23. It has won praise for the transparency of its admissions process and is notable for its early commitment to encouraging young people to apply to university, whatever their school or background. Around two-thirds of the College’s undergraduates come from state schools.

Clare’s aim is to inspire students to achieve their full academic potential at both undergraduate and graduate level. Small-group teaching through the supervision system and maintaining pastoral support through the tutorial system are central to the College. Our graduate community is impressively dynamic and diverse, bringing together a variety of different cultures, disciplines and perspectives from around the globe. Students also pursue a wealth of other interests beyond their course. It is known as one of the most musical colleges in Cambridge and its choir has performed all over the world. The College’s students regularly participate and excel in a range of sports, arts, and other activities.

The College has more than a hundred Fellows, approximately three hundred graduate students and five hundred undergraduates, involved in all branches of University study, and supported by over a hundred members of staff. There are over 9,000 living alumni with whom the College has strong and warm relationships. Notable alumni include David Attenborough, Rowan Williams, Skip Gates, Gillian Tett, David Cannadine, Allison Pearson, Anthony Appiah, John Rutter, Elin Manahan Thomas, Richard Stilgoe and many others.

Located in the heart of Cambridge city centre, close to many University faculties and departments, the College is extraordinarily beautiful and famed for its gardens on “the Backs”. Clare’s Old Court, a Grade I listed building, is the centre of the College and is unique among the ancient Cambridge colleges in having maintained its architectural integrity.

Old Court, which is currently undergoing an ambitious renovation and is the focus of the largest capital fundraising campaign ever seen in a Cambridge College, is an exquisite example of the traditional Cambridge court, enclosed on all four sides and open to the sky. The oldest of Cambridge’s bridges leads across the Cam from Old Court to the Avenue, famed for its displays of flowers in Spring. Across the road sits Memorial Court, home to a significant portion of the College’s students, several administrative departments, and the College Library. Lerner Court, including the Gillespie Centre, is also accessed via Memorial Court.

Clare graduates around the world have forged successful careers in fields such as law, medicine, journalism, science, public service, and the arts, prepared and inspired by their time at the College.

For further information about the College, please visit www.clare.cam.ac.uk.
The Opportunity

This is an exciting opportunity to join Clare to lead one of the most successful Oxbridge Development programmes.

The next steps to secure Clare’s future will be focussed on two major milestones in the coming years. In the academic year 2022-23, the College will celebrate the 50th anniversary of female undergraduates being admitted to Clare. Following this, the College will celebrate its 700th anniversary in 2026. Together the anniversaries represent powerful touchpoints to build new approaches for Clare’s next fundraising goals.

The next Development Director will be in a key position to help shape the strategy around both campaigns into comprehensive engagement and fundraising opportunities, involving the whole community. They will also be responsible for overseeing the execution of the Old Court Campaign strategy to ensure we finish strongly. This will be undertaken alongside Clare’s new Master, Loretta Minghella, who will take office in October 2021. Loretta’s arrival will mark a further change in Clare that has the potential to open new conversations and possibilities.

The post will appeal to a talented major gifts fundraiser who is motivated by the opportunity to have a formative impact on the College’s fundraising. Building on a platform of strong fundraising performance and alumni engagement, they will play a pivotal role in enabling Clare to take the next step in its capability to attract philanthropic funding and engage powerfully with its alumni and non-alumni stakeholders based in the UK and worldwide.
Development at Clare

Clare has a strong track record in philanthropic fundraising which has built significant momentum over the past five years. The College is fully engaged and committed to development, and reflecting this, the Development Office is well resourced. Clare is consistently in the top quarter of Cambridge Colleges for fundraising success.

In June 2019, Clare launched the public phase of the Campaign for Old Court, which aims to raise £25 million in total. The project combines historic renovations and innovative improvements of both the fabric of the building and the new spaces it has been possible to create within the footprint of the site. The Campaign has to date raised almost £20 million and is close to completion with buy-in from key individual donors.

In the last four years, the Development Office has raised an average of almost £6.5 million in new cash and pledges each year. This is possible through the increased momentum around Clare’s major gifts programme, which continues to build, and includes comprehensive giving circles that combine recognition with stewardship of our major donors. There are some 8,500 addressable alumni on the database with whom the College generally has warm relationships. Typically, more than 18% of these alumni donate each year. The College raises over half a million pounds per year for unrestricted purposes, mostly from the regular giving activities. The Samuel Blythe Society, the College’s legacy programme, is currently working towards a re-launch later this year and each year legacy income and pledges continue to increase.

Working closely with the Master and the senior college officers, the Development Director will lead the team to design and implement the College’s approach to the 2022-23 anniversary and play a key role in developing the next stage of plans for the 700th Anniversary Campaign. Once the £25 million Campaign for Old Court is complete, it is expected the 700th campaign will aim to raise a further circa £50 million across a wide range of College priorities.
The College’s Development Office is responsible for all development activity within Clare, including administrative activities such as the maintenance of the development database and the alumni website. In addition to the Development Director, there are currently eight team members that support this work.

The team each have individual responsibilities across areas such as major gift fundraising, the legacy and regular giving programme (which includes an annual telephone campaign and direct mailing), an advanced programme of events - both within the UK and internationally - prospect research, gift administration, publications, website, and email communications.

There is an Alumni Council, made up of a large group of alumni volunteers, which meets annually, and a Campaign Board of top donors, which meets more frequently.

---

**Organisational Chart**

- Development Director
- Deputy Development Director
  - Senior Development & Alumni Comms Officer
  - Senior Development Officer
  - Gifts, Administration & Finance Officer
  - Alumni Relations Officer
  - Research & Database Officer
  - Events Manager
  - Events Assistant
Working together with the Development Committee, and with support from the Deputy Development Director, the Development Director is responsible for implementing the College’s overall development strategy, combining fundraising, alumni relations, and communications activities into a cohesive approach designed to advance the College’s long-term development goals.

The major focus for the postholder will be on building relationships that facilitate major gifts from known prospects. The successful candidate will be personally responsible for cultivating and raising six, seven, and eight figure gifts to the College through face-to-face solicitations, and for stewarding existing major donors through meetings and regular communication.

The Development Director has overall responsibility for the College’s comprehensive alumni relations programme, ensuring that it continues to evolve to meet the needs of the College, considering best practice in peer institutions in the UK and USA. The Development Director ensures the good name of the College is maintained and promoted to external audiences through a variety of channels, including in-person meetings and events, print publications, and new media.

The Development Director line manages the Deputy Development Director. Alongside this, they are expected to help with mentoring and career development opportunities for the other seven members of the Development Office team.

The role involves dealing with high-profile individuals and requires regular work outside office hours, including weekends, and regular travel outside Cambridge and overseas. The Development Director is expected to lead by example, help foster team spirit within the Development Office, and suggest strategies for improvement.

**Relationships**

- Responsible to and closely collaborates with the Master
- Head of Department of the Development Office (8 people)
- Works closely with the Bursar, Senior Tutor, Academic Dean, and President of the Fellowship
Main duties & responsibilities

Strategy and Management

- Review, refine and implement Clare’s Development and Alumni Relations Strategies, taking account of best practice across Cambridge and in other peer institutions.
- Help to develop and implement the goals surrounding the 2022-23 Anniversary Campaign.
- Develop and launch the College’s 700th Anniversary Campaign to raise an ambitious early-working target of £50 million.
- Maintain a close understanding of international trends in educational fundraising, alumni relations, and communications, to ensure that Clare remains at the forefront of development activity within Cambridge and internationally.
- Set the annual priorities for the Development Office and manage its work to achieve the College’s strategic objectives and specific targets set for the Development Office.
- Work with the Bursar and the Finance Committee to agree and manage the Development Office budget, ensuring the best possible return on the College’s investment.
- Produce a written annual strategy for the Development Office and an annual report on activities, for presentation to the Development Committee, Finance Committee, and the Governing Body.
- With the Deputy Development Director, agree targets for each of the Development Office staff to meet the department’s overall objectives.
- Carry out annual appraisal of direct reports to ensure career and personal development, and departmental effectiveness.
- To be the main point of contact and manage the relationship between the College and the Cambridge University Development Office (CUDAR) on Development issues around shared prospects, events, and communications.
- Represent the interests of the College on inter-collegiate bodies, including the College Development Directors’ Committee and Cambridge Colleges Development Group (CCDG).

Fundraising

- Cultivate and solicit principal and major prospects through face-to-face meetings, with a personal annual fundraising target, to be agreed with the College each year.
- Steward existing major donors through individual meetings, reports, and regular communication, and ensure good stewardship of all College donors and volunteers.
- Ensure that the College’s pool of individual prospects remains up to date.
- Ensure that the College implements an effective legacy strategy.
- Help to oversee the College’s Annual Fund strategy and feed in suggestions for improvement.
- Write the case for support for all major College fundraising projects, in consultation with the Development Committee and the Campaign Board.

Alumni Relations

- Oversee the College’s alumni relations programme, working closely with the Alumni Council and the Secretary of the Clare Association.
- Ensure that the work of the Year Group Representatives and Alumni Council is fully supported and that they are closely engaged in the life of the College.
- Attend alumni events as the senior Development Office representative.

Alumni and Development Communications

- Work with the Development Committee and the Campaign Board to develop a fundraising communications strategy.
- Help to oversee the electronic and printed publications of the Development Office.
- Help to oversee the content and functionality of the Clare alumni web pages.
**Person specification**

- Significant track record of managing a successful development operation.
- Proven influencing and negotiating skills, including a track record of success in securing significant gifts of six figures and above through face-to-face fundraising.
- Able to develop and implement effective strategic plans and deliver them operationally.
- An excellent understanding of fundraising, alumni relations and communications.
- Able to lead and encourage initiatives to a successful conclusion with minimal supervision.
- Excellent written and oral communication skills.
- Excellent organisational, leadership and interpersonal skills.
- Ability to engage with the highest calibre of volunteer supporter (including the Fellowship, leading public figures and alumni). Must also be able to relate well to students, the academic community, and members of the administrative staff.
- Commitment to the ethos and aims of Clare College.

The successful candidate will:

- be educated to degree level;
- be highly motivated and goal-orientated;
- be energetic, confident, and resilient;
- be patient, tactful, and politically sensitive with an ability to form and manage relationships with staff, students, alumni and others who have an interest in Clare;
- possess the desire and drive to identify, cultivate and personally solicit potential benefactors for major gifts and legacy pledges from a global alumni and supporter population;
- be client-focused with an absolute appreciation of the need to achieve agreed targets;
- be committed to Clare’s ethos of diversity and inclusion.

*This job description may be reviewed in conjunction with the post holder and in the light of changes within the College.*
Terms & conditions

Salary

The stipend for this full-time post will be highly competitive and is dependent on experience. The role requires working outside of office hours, with UK and overseas travel.

Holidays

30 days annual leave per annum (excluding Bank Holidays).

Pension

The post-holder will be entitled to join the highly attractive Universities Superannuation Scheme (USS). The College currently pays contributions equal to 21.1% of salary and the employee pays 9.6%. However, these rates will increase in coming years. The scheme gives death in service benefit of three times salary.

Salary Reviews

The stipend increases annually with the cost of living and will be formally reviewed every three years.

Other Benefits

- The successful candidate will be eligible for election to a Fellowship, and will have membership of the Senior Combination Room and an entitlement of seven free meals per week at High Table.
- The College has established a Housing Loan Scheme to assist in the purchase of a property in the Cambridge area.
- The College will pay for reasonable removal expenses.
- Eligibility for a parking space
- Clare College is an Equal Opportunities Employer.
- Clare College is a non-smoking environment.
- Any offer of employment will be made subject to references.
Please apply by submitting a copy of your CV and a covering letter highlighting your suitability for the position to Sally Hewings, HR Manager, at sh435@clare.cam.ac.uk.

The closing date for this position is Monday 7th June 2021.

We are committed to employing a workforce that reflects the diverse community of Clare, regardless of age, disability, gender and transgender status, race and ethnicity, religion, marriage or civil partnership status or sexual orientation.

If you would like to have a confidential discussion about the position or discuss the role in any way, please email Joanna Logan, Recruitment & Talent Advisor at joanna.logan@admin.cam.ac.uk.