Principal Gifts Officer
Candidate Information Pack
Thank you for your interest in joining Clare in this key role at a pivotal time in the College’s history as we look forward to our 700th anniversary in 2026.

Clare has a reputation as a friendly, progressive and inclusive community. Our alumni are engaged and supportive, and we have a strong record of attracting philanthropic support for the College’s core priorities.

Over the past few years, the College has embarked on its most ambitious fundraising campaign yet, to raise £25 million in new philanthropic donations to renew, restore and transform Old Court, the heart of the College and one of the most beautiful buildings in England. The Campaign for Old Court is co-chaired by the Master and Dr Alan Gillespie, with Sir David Attenborough and Dr John Rutter as honorary patrons. To date, the Campaign has raised £21.75 million; the Principal Gifts Officer will be instrumental in helping us reach our target.

Once the Campaign for Old Court is complete, we will turn our attention to raising funds for Clare’s core purposes: teaching, student support, access and outreach, our environment and our community. These objectives will be reflected in a refreshed strategic vision for our eighth century, with the accompanying campaign formally launched in our 700th anniversary year.

Helping to plan, implement and deliver these next steps will be a key opportunity for the new Principal Gifts Officer, working alongside the Fellow for Development and other senior members of College.

The post of Principal Gifts Officer is a crucial role within Clare. This is an exciting opportunity with immense potential for the right candidate, and we welcome your application.

Toby Wilkinson
Fellow for Development
The opportunity

This is an exciting opportunity to join one of the most successful college philanthropic programmes.

The next steps to secure Clare’s future will be focussed on two major milestones in the coming years. Over the next two years, the College will complete a £42 million project to conserve, refurbish and transform Old Court, its Grade I listed buildings in Cambridge city centre. Following this, the College will celebrate its 700th anniversary in 2026. Accompanied by a new strategic vision for the College’s eighth century, the anniversary will provide the opportunity to launch Clare’s next fundraising campaign.

The Principal Gifts Officer will be in a key position to help shape the strategy around the 700th anniversary campaign into comprehensive engagement and fundraising opportunities involving the whole Clare community. The role-holder will also be responsible for helping bring the Campaign for Old Court to a successful conclusion, working alongside the Master, Fellow for Development and other members of the Development Office team.

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 at a crucial point in its history. Building on a platform of strong fundraising performance and alumni engagement, the role-holder will play a pivotal role in enabling Clare to take the next steps in its capability to attract philanthropic funding from alumni, well-wishers, trusts and foundations in the UK and worldwide. Success in this role will be transformational, not only for the College but also for the role-holder’s own career.
Clare College

Founded in 1326, Clare College is the second oldest of the 31 constituent colleges of the University of Cambridge and is also regarded as one of the most progressive and informal. It is known as a College which combines academic distinction with a welcoming, forward-thinking and inclusive ethos.

Clare was one of the first English foundations to provide for teachers and students in the same community, beginning a tradition characteristic of higher education down to the present day. The College has a deep and long-standing commitment to widening participation, diversity and inclusion. In 1886, it established a mission in Bermondsey, south London, to provide education and relief for the poor. In 1964, the College established a daughter institution, Clare Hall (which subsequently became an independent foundation), to support the growth of post-graduate education and to provide a home for visiting scholars. In 1972, Clare College became one of the first three colleges in Cambridge to become co-educational. In 2000, Clare was one of the first colleges in Cambridge to launch a dedicated access and outreach programme, and it has won praise for the transparency of its admissions process. Clare’s aim is to inspire students to achieve their full potential. Around two-thirds of the undergraduates come from state schools.

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’ (the backs of the colleges that line the River Cam).

Clare’s Old Court, a 17th-century Grade I listed building, is the centre of the College and is unique among the ancient Cambridge colleges in having maintained its architectural integrity. The oldest of Cambridge’s bridges leads from Old Court over the river to Memorial Court, home to the College Library, and Lerner Court (opened in 2009).

The College is a community of more than 500 undergraduates, 180 graduate students, and 100 Fellows (senior members), in every academic discipline, supported by over 100 professional services staff. There are over 8,500 alumni including such notable figures as David Attenborough, Vivienne Faull, Skip Gates, Matthew Parris, Robin Ticciati, Mark Walport, and many others.

The College is committed to providing small-group teaching through the supervision system and to delivering excellence in education at both undergraduate and postgraduate levels, while maintaining pastoral support through the tutorial system. Clare students also pursue a wealth of other interests beyond their course. Clare is known as one of the most musical colleges in Cambridge – its choir has performed all over the world – while students also participate in a range of sports, arts, and other activities. Clare alumni have forged successful careers in every field, prepared and inspired by their time at the College. For further information about the College, please visit www.clare.cam.ac.uk.
Development at Clare

Clare has a strong track record of fundraising, alumni relations and engagement, and was one of the first Cambridge colleges to establish a professional Development Office, three decades ago. The College is fully committed to development, and Clare is consistently in the top quarter of Cambridge colleges for fundraising performance.

The Clare Development Office raises an average of £5 million each year in new cash and pledges. This is possible through the increased momentum of Clare’s principal and major gifts programme, which includes giving circles that combine recognition with stewardship of major donors. An annual giving programme, supported by a telephone campaign, typically secures gifts from nearly 20% of alumni each year, and plays a vital role in raising funds for unrestricted purposes. Clare also has a flourishing legacy programme with its own stewardship and recognition, The Samuel Blythe Society.

In June 2019, Clare launched the public phase of the Campaign for Old Court, which aims to raise £25 million in philanthropic support towards the £42 million project cost. The Campaign has to date raised £21.75 million. Once the Campaign is complete, it is expected that a 700th campaign will aim to raise further substantial sums for the College’s core priorities, informed by and linked to a refreshed strategic vision for Clare’s eighth century.
The College’s Development Office is responsible for all fundraising and alumni relations, with associated support activity, notably gift administration and the maintenance of the alumni database. Under the leadership of the Fellow for Development, there are currently 6 roles (including that of Principal Gifts Officer), which cover principal and major gifts fundraising, the legacy programme, the annual fund, stewardship, a comprehensive programme of engagement events in the UK and overseas internationally, and office administration.

The Development Office is supported and guided by an internal Development Committee, chaired by the Master and comprising Fellows and student representatives.

The College Communications Manager, who is responsible for all College communications, works closely with the Development Office on alumni communications and publications, and reports to the Fellow for Development.

Each alumni year-group has a Year Group Representative; together these volunteers form the Alumni Council (which meets annually), chaired by the Master. There is also an Old Court Campaign Board of top donors which meets at least annually.
The Principal Gifts Officer will play a key role in generating philanthropic support for the College from alumni, well-wishers, trusts and foundations. The role has responsibility for an evolving portfolio of principal and major donors and prospects to identify, cultivate, solicit and steward as appropriate.

The success of the Development Office depends on the flexibility and ethos of its staff. The role-holder will be required to participate in activities outside the core job description that are important to the overall development programme and the College. The role requires regular travel in the UK (and potentially overseas), and some work in the evenings and at weekends.

Relationships

- Reports to and works closely with the Fellow for Development
- Works closely with the Master, Bursar, Senior Tutor, President of the Fellowship, other Fellows and members of the Development Committee
Main duties and responsibilities

Face-to-face fundraising and donor engagement

- Manage an evolving portfolio of 100–200 principal and major donors and prospects, identifying, cultivating, soliciting and stewarding as appropriate.
- Raise £1,000,000–£2,000,000 per annum through systematic face-to-face cultivation and solicitation of alumni and external donors/prospects, including trusts, foundations and corporations.
- Develop strategies and opportunities for each individual relationship and be able to present philanthropic opportunities to donors that align with College priorities and best fit with donor interests.
- Steward donations from major supporters in a strategic and creative manner to develop and enrich long-term relationships between donors and the College.
- Manage timely reporting to donors according to their donations, criteria, interests, and expectations.
- Manage enquiries from donors, prospects, alumni and well-wishers in a welcoming, friendly and helpful manner, ensuring that requests are acted upon speedily and efficiently.

Data and reporting

- As a member of the Development Office team, ensure business practices, financial reporting, stewardship and data entry standards are met and enhanced.

Other duties

- Represent and promote the Development Office within College and externally, including with current students, at alumni and donor events, and within the Cambridge development community.
- Perform such other duties as may be required from time to time by the Fellow for Development to contribute to the overall success of the College’s development programme.
## Person specification

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<tr>
<td>• Educated to degree level (Essential)</td>
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<th>Skills and experience</th>
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<tr>
<td>• Successful track record of raising major gifts (6-figures) (Essential)</td>
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<td>• Successful track record of raising principal gifts (7-figures) (Desirable)</td>
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<td>• Knowledge of the higher education sector (Desirable)</td>
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<td>• Competence with MS Office suite and relational databases (Essential)</td>
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<td>• Experience of the Raiser’s Edge (Desirable)</td>
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<td>• Strong communications skills, oral and written (Essential)</td>
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<td>• Strong intellectual capacity with keen attention to detail (Essential)</td>
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<td>• Ability to learn quickly and think creatively, with a positive approach to problem solving (Essential)</td>
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<td>• Tact, diplomacy, resilience and self-awareness (Essential)</td>
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<td>• Ability to form positive relationships with a wide range of stakeholders and current/potential supporters (Essential)</td>
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<td>• Strong commitment to the ethos and purpose of the College (Essential)</td>
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<td>• Ability to work alone and as a part of a team (Essential)</td>
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Salary

Remuneration will be between £55,000 and £60,000 depending on experience, with the possibility of further flexibility for an exceptional candidate. There will be a six-month probationary period. The salary increases annually with the cost of living and will be subject to periodic review, benchmarked against equivalent roles in other Cambridge colleges.

Pension

The role holder will be eligible to join the College’s contributory pension scheme after three months’ service.

Flexible working

The nature of the role requires the role-holder to be out of College, visiting prospective and current donors, at least 2–3 days per week. Attendance in College on these days is not required. Because Clare is a community, attendance in College at least one or two days a week will be essential. The usual hours of work are between 8.45am and 5pm, Monday to Friday (36.25 hours a week), but flexibility and some evening and weekend work is required. TOIL may be given at the discretion of the line manager.

Holidays

The role-holder is entitled to 26 days’ holiday per year, plus public holidays.

Other benefits

Eligibility for a free parking space in College.
Clare staff are entitled to a free lunch in College on working days.
Clare College is a non-smoking environment.
Clare College is an Equal Opportunities Employer.

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 23:59 BST on Monday 2nd October 2023.

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.