THE COLLEGE

Located in the heart of the historic city of Cambridge, Sidney Sussex College was founded in 1596 and is the youngest of Cambridge’s “old colleges”. We are proud of our 425 year history, but are eager to meet the challenges of our time. The College is home to a mutually supportive community of Fellows, students and support staff who work together to sustain a vibrant living and learning experience for all. The College’s charitable purpose is to promote education and research. It is a centre of academic excellence and actively fosters intellectual curiosity, engaged debate, and research across the entire academic community. The College’s ambition is to enable all its students to fulfil their academic potential and to flourish as individuals in doing so. We believe that to be as open and inclusive as possible is crucial to achieving these objectives.

Over the years, Sidney’s members have achieved very many academic successes, including four Nobel Prizes, and made major contributions to society in the arts, education, business, sport and politics. Sidney Sussex is led by the Master, Professor Richard Penty, and has some 80 Fellows, over 100 assistant staff, and around 630 undergraduate and postgraduate students.

The College is a registered charity and the administration of the College is the responsibility of the College Council as trustees of the charity. The College has supported an active alumni and development programme for many years. The College is supported by approximately 8,000 alumni and friends for whom the Development and Membership Office organises events and reunions. The College has a successful track record in fundraising, which has most recently supported the building of a new kitchen and catering facility. The College’s major donors are recognised in the 1596 Foundation, which has over 140 members, and its legacy programme is supported by the Lady Frances Sidney Circle. In addition, all alumni are members of the Sidney Sussex Society, which organises regular events.

The Development and Membership Office comprises a team of 6 full time equivalents overall. The Development Director is directly supported by the Deputy Development Director and the Communications and Events Officer. A Development Officer, Database, Gifts and Administration Officer, part-time Database and Gifts Officer, and part-time Development Assistant report to the Deputy Development Director.
THE ROLE

JOB TITLE: Development Director.

RESPONSIBLE TO: The College Council (day-to-day to the Master).

FELLOWSHIP: The post carries a Fellowship and the post-holder will be a full member of the College’s Governing Body.

PLACE OF WORK: Sidney Sussex College, Cambridge.

SALARY RANGE: The salary range for this post is point 65 to point 73 on the University’s single salary spine. This currently equates to £66,538 to £84,241 per annum. Incremental salary progression within the range is discretionary.

HOURS: The post is full time, 37.5 hours per week, requiring a dedicated candidate who will work such hours as are necessary to fulfil the responsibilities of the post. Flexibility will be required including working some evenings and weekends for attendance at events.

HOLIDAYS: 33 days annual leave including public holidays.

PENSION SCHEME: Membership of the USS contributory pension scheme.
Overview

The College needs to secure its long-term future. It is heavily dependent on income from its endowment and donations to support its ongoing activities. College fundraising priorities include access support for students in financial need, the provision of high-quality teaching by research-active scholars and the continuing improvement of the College facilities for the benefit of its students, Fellows and staff.

The Development Director will be responsible for delivering the College’s development and alumni relations activities including major donor fundraising, as well as having oversight of regular giving and legacies, alumni engagement, events and publications.

The purpose of these activities is to build, maintain and enhance the relations between the College and its alumni, its supporters, and other potential benefactors to strengthen their affinity with the College and to advance the College’s short- and long-term goals. Within the alumni relations programme, the Director oversees the promotion of the College through a variety of channels including face-to-face meetings, trips overseas, events in College (for example alumni dinners), print publications and new media.

As the College’s principal fundraiser, the Development Director will carry their own portfolio of major gifts prospects and will have a lead role in the solicitation of major donations. They will steward relationships with major donors in a strategic and creative manner in order to develop and enrich the long-term relationship between donors and the College. The Development Director will also work closely with the Master, ensuring that he/she has sufficient support and is well-briefed to play an effective role in securing major gifts. They will additionally develop and oversee effective fundraising at all levels, harnessing the help of Fellows, alumni and volunteers as appropriate.
The Development Director is expected to take the lead in designing, advocating and implementing the College's development strategy, and for managing the work of the Development Office to achieve its strategic objectives and goals. The Development Director heads the Development team with responsibility for the line management, mentoring and career development of its members.

The Development Director will play an important part aligning the case for support with the College's fundraising priorities and strategy. They will have overall responsibility for setting and delivering an ambitious fundraising strategy, which must relate directly to the College's strategic ambitions, and for embedding philanthropy throughout the College's community and beyond.

The Development Director will be elected a Fellow of the College, reflecting how the College views the seniority and significance of the post. The Development Director – both informally and through committees – is expected to become familiar with the interests and concerns of other Fellows. This will assist him/her in developing relevant policies and priorities which advance and support the educational and academic activities which are the College's primary purpose. The Development Director is expected to be an active and engaged member of the College community.
Key relationships

The Development Director will be expected to establish excellent working relationships with all members of the College community which embraces Fellows, staff and students. They will have a close working relationship with the Master, Bursar, Senior Tutor and Vice Master. They will act as secretary to the Development Committee which is chaired by the Master and reports to Council.

The Development Director will be the key College interface with the Cambridge University Development and Alumni Relations (CUDAR) team, in some cases jointly together on specific proposals and campaigns.

They will also be expected to build on the relationships with the College’s alumni and major donors, as well as with the Development Directors of other Colleges.

Key responsibilities

The Development Director will be expected to:

• Lead and develop the overall development strategy for the College, including the case for support and agreeing this with the Development Committee and Council;

• Implement the development strategy, creating and delivering an annual plan and managing the operations and staff of the Development and Membership Office to deliver this plan;

• Identify, research, cultivate, and solicit principal and major prospects through face to face meetings, including overseas trips, to meet ambitious fundraising goals, and with a personal focus on securing six and seven figure gifts in support of the College’s strategic priorities;

• Steward existing and potential major donors through individual meetings, reports and regular communication, and ensure good stewardship of all College donors;

• Develop and lead any future major fundraising campaign with clear ambitions and priorities;

• Oversee the development, maintenance and promotion of an effective legacy strategy;

• Foster a proactive, inclusive, and positive relationship with the College’s alumni community to increase participation;

• Work collaboratively across the College, enthusing and involving relevant Fellows, student members and alumni of the College in fundraising activity as appropriate;

• Support the Master, Fellows and staff in any agreed development activities, involving them at the appropriate stage;

• Work closely with Communications to produce Pheon, the College magazine chiefly directed at alumni, and the Annual Donor Report and Appeal, to ensure that they are high-quality publications, and address issues of interest to their readership while continuing to build in key development messages;
• Set the annual priorities for the Development and Membership Office and manage its work to achieve its strategic objectives and fundraising goals;

• Manage the Development and Membership Office budget, ensuring the best possible return on the College’s investment;

• Oversee the recruitment, management and annual appraisals of Development and Membership Office staff to ensure career and personal development, and departmental effectiveness;

• Liaise with other departments, such as the College Office, Tutorial Office, Conferencing, and Catering to ensure effective coordination and good relationships between the Development and Membership Office and other parts of College;

• Represent the College on inter-collegiate committees such as the Cambridge Colleges Development Group, and liaise with relevant University-wide bodies;

• Oversee database and other fundraising systems to ensure the efficient and effective management of prospect and donor relations;

• Act as Secretary of the College’s Development Committee;

• Report quarterly on development income to Council and to the Finance and Needs Committee on budgetary matters;

• Ensure that College development operations remain at the forefront of best fundraising practice, considering data protection and embracing modern communications technology.
PERSON PROFILE

Qualifications, experience and knowledge

The successful candidate will:

• Be educated to degree level or equivalent;

• Bring a proven track-record of developing campaign ideas and innovation, and turning these into reality;

• Bring significant experience in establishing, monitoring, and achieving demanding fundraising goals;

• Demonstrate substantial experience in all areas of development including building the case for support, donor fundraising, and running an Annual Fund and legacy programme;

• Demonstrate experience of writing and delivering strategic fundraising plans, including major campaigns;

• Bring experience of managing and inspiring a team;

• Bring experience of undertaking a significant number of face to face meetings with major donors and managing a major donor programme.

And will ideally:

• Bring a proven track record of success in raising six and seven-figure gifts;

• Demonstrate appropriate knowledge of confidentiality and data protection;

• Have knowledge of the application of databases to the management of fundraising and knowledge of online giving and advanced database segmentation;

• Bring experience of working with and maximising the impact of modern communications technology;

• Demonstrate experience of fundraising in a higher education environment and a good working knowledge of the issues facing higher education.
SKILLS AND COMPETENCIES

The successful candidate will demonstrate:

• Proven influencing and negotiating skills, demonstrating the capability to secure six and seven-figure gifts through face to face fundraising;

• Strong leadership skills: excellent interpersonal skills; the ability to network, influence, persuade; and skills at motivating and leading a team;

• An ability to take the initiative and to think on one’s feet, to be confident, calm, determined and diplomatic when dealing with senior academics, prospective major donors and team members;

• The ability to lead a disparate group of alumni volunteers;

• Excellent verbal and written communication skills;

• Excellent organisational skills, with the ability to manage time, to delegate and prioritise a substantial workload in different areas;

• Keen attention to detail;

• Budget management skills with an ability to analyse financial information quickly and accurately and the ability to think strategically and show good judgement;

• Excellent IT skills including Microsoft Word, Excel, etc.;

• The ability to work collaboratively with a large number of colleagues in a complex organisation.
PERSONAL QUALITIES

The successful candidate will:

• Be a dynamic and proactive individual who inspires the confidence, enthusiasm and support of colleagues and donors;

• Be a good team player;

• Have the desire to make personal visits to prospective donors and be very comfortable with soliciting;

• Have an interest in, and support for, the ethos and aims of Sidney Sussex College;

• Demonstrate an engaging and inspiring style, capable of enthusing Fellows, and other members of the College, potential donors and alumni about the College’s fundraising activity.

Sidney Sussex College is committed to equality of opportunity and encourages applications from groups which are under-represented in senior posts in Cambridge.
HOW TO APPLY

For an informal and confidential discussion, potential applicants may contact sidney@minervasearch.com

For more information please visit www.minervasearch.com/sidney

To apply, please send a cover letter and CV to sidney@minervasearch.com by close of business on Monday 7 June 2021.

Formal panel interviews are expected to take place on Friday 9 July 2021.