DEVELOPMENT MANAGER

(SIDNEY SUSSEX COLLEGE UNIVERSITY OF CAMBRIDGE)

REGULAR GIVING AND YOUNG ALUMNI PROGRAMME)
Sidney has a distinguished history, which is apparent in its buildings, extensive gardens and list of members, past and present. Among these, Sidney can count politicians, four Nobel Prize winners, wartime code breakers, Grammy Award-winning musicians, film and opera directors, novelists, and TV personalities. Today, students, staff and Fellows find themselves part of a thriving close-knit community, where academic excellence, passions, and purpose are highly valued. This is a place where people feel immediately at home and make friends forever.

Sidney's community is deeply committed to supporting the College's goals: being welcoming and inclusive to the brightest minds, regardless of background, and to excellence in teaching and research.

The impact of philanthropic giving has been taken to new levels in recent years. Sidney is able to offer fully-funded bursaries to all eligible undergraduates, support 11 teaching and research posts, open a new kitchen and catering facility, and recruit a dedicated specialist to lead a major, new student wellbeing programme.

**SIDNEY'S NEW CHAPTER IN FUNDRAISING**

While there is a strong foundation of philanthropy, we are seeking to build a more sustainable and resilient model of fundraising. Core to this are robust regular giving and young alumni programmes, which will:

- develop a culture of giving and instil trust in future major donors
- generate new and unrestricted income year-on-year
- improve stewardship to increase repeat gifts
- strengthen the alumni relations and engagement programme.

Our regular giving strategy has been re-energised over the past few years delivering success in alumni participation rates. Our alumni engagement rate has also seen an upward trajectory thanks to our extensive and varied alumni relations programme. These positive results to date indicate that there is much opportunity to grow fundraising success over the coming years.

As the Development Manager, you will be joining us at an exciting time. The Development and Alumni Relations Office is fully operational and we are continually looking to try new ideas and accelerate fundraising activities. In this role, you will have a unique opportunity to develop a special and impactful programme, creating transformative benefits for the College and its students; only a few colleges have a targeted young alumni programme so this is a further chance to make your mark in the Cambridge community. You will bring your own ideas for innovating and expanding our activities, and you will become an invaluable part of a vibrant, supportive, and tight-knit community. You will also work closely with Fellows, staff, and students across the College and University who can help inform and support your plans.

I would be delighted to share more about our plans as you explore this role and you can be assured of a warm welcome at the College.

Anna Baskerville
Development Director & Fellow
Sidney was founded on St Valentine’s Day in 1596 as a result of a generous bequest from Lady Frances Sidney, Countess of Sussex, and was named in her honour. The College has flourished in the years since the 16th century, in large part through the involvement and generosity of its alumni and wider circle of friends.

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 and 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.

Sidney is led by the Master, Professor Martin Burton, 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, and has approximately 7,500 alumni and friends for whom the Development and Alumni Relations Office (DARO) organises events and reunions. The College’s major donors are recognised by the Master’s Circle and other tiers, which combined have over 140 members, and its legacy programme is supported by the Lady Frances Sidney Circle.

The DARO comprises a team of six full-time equivalents overall: the Development Director, the Deputy Development Director, the Development Manager, the Alumni Relations Manager, the Database and Gifts Manager, the Research and Database Officer and the Development Assistant.
REGULAR GIVING

 continuar a desenvolver e supervisionar o programa de doações regulares, e todas as campanhas afiliadas (como Telethons, Days de doações, etc.), que visa gerar um mínimo de £500,000 por ano em financiamento não restringido, aumentando a participação entre os alumnos e a base da comunidade de ano para ano.

Gerencie as campanhas e apelo, incluindo a colaboração com consultores, segmentando e extrayendo dados, redigindo cartas, recrutando estudantes, liaürnberg com outros membros do pessoal, acompanhando as promessas e a estewardship.

Identifique, solicite e garanta qualquer financiamento de matching necessário para suportar atividades de doações regulares.

A través da identificação e desenvolvimento de relacionamentos através de uma quantidade de reuniões, contribua para o desenvolvimento do major gift and legacy prospecting e pipe de desenvolvimento.

Garanta suporte com um foco particular em aqueles na faixa de £1,000-£10,000, gerenciando um pipeline de prospectos capazes de fazer uma doação neste nível e realizando perguntas face a face.

Gerencie e conecte-se com aqueles que têm promessas que caíram e donos de single.
PERSON SPECIFICATION

SKILLS AND EXPERIENCE

ESSENTIAL

- Motivated, creative, and proactive, with a willingness to work to mutually agreed upon targets.
- Good general level of education, including a degree or equivalent.
- Experience in the charitable sector in a fundraising or marketing/communications role, or of working in sales.
- Experience of events organisation and/or project management.
- Confidence to work without supervision, and to work flexibly as a member of a small team.
- Excellent communication skills, both oral and written.
- Outstanding level of attention to detail and accuracy, and ability to deal with confidential matters and act with discretion.
- Ability to manage a diverse workload, and to work to deadlines.
- Ability to think strategically, innovatively and entrepreneurially.
- Flexibility in working practices (the post-holder will be required to attend evening/weekend events).
- Readiness to work within the structure and traditions of the College and the University, and a willingness to contribute to the College’s unique community.
- Strong analytical and IT skills.

DESIRABLE

- Experience of working in higher education.
- Experience of working in a small, busy team.
- Experience of using a fundraising or other CRM database, and ability to extract and manipulate data.
TERMS AND CONDITIONS

LOCATION
Sidney Sussex College
Sidney Street,
Cambridge CB2 3HU

For exceptional candidates, partial remote work and flexibility can be considered.

SALARY
Salary range £32,332 - £44,263, which are points 37-48 on the University single pay spine. Salary progression within this range is discretionary.

REPORTS TO
Development Director.

HOURS OF WORK
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.

ANNUAL LEAVE
33 days annual leave including public holidays.

EQUALITY
If you have a disability then please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

PENSION
Membership of the USS contributory pension scheme (current contribution rates are 6.1% by the Employee and 14.5% by the College as the Employer).

ADDITIONAL BENEFITS
- Free meals in the College servery when open whilst on duty.
- Agile working policy.
- Family friendly policies in place.
- Generous sick pay for employees out of probation.
- Subsidised gym on site, plus access to University Sports Centre at subsidised rates.
- Cycle to Work Scheme.
- Free flu vaccination.
- Use of College Library.
- Long Service Award (ten, twenty, thirty and forty years).
- Local discounts using University of Cambridge card.
- Training and development opportunities.

All subject to eligibility and availability. Full details available on request.