

GIRTON COLLEGE JOB DESCRIPTION

- Post Title:** Development Director
- Responsible to:** Mistress
- Reports to:** Council; Development Strategy Committee; Communications Strategy Committee
- Responsible for:** Development Office team (please see the attached organization chart)
- Job Purpose:** To promote all aspects of fund-raising for the College, securing support from alumni, other high net worth individuals, the business community, charities and trusts.
- To maintain and enhance the work of the Development Office, to manage the implementation and secure the success of the 2019 Development Campaign (launched in March 2012); to achieve the targets set for the campaign ie to be achieving an income of £5 million per annum (including legacies) by 2014 and to sustain this to the end of the Campaign (the 150th anniversary of the Foundation of the College).
- To represent the Development Office on College committees and to maintain good working relationships with Fellows, alumni, external volunteers, the College's senior management team and other stakeholders.
- To manage all external and internal relations and communications (electronic, paper and face to face) relating to College Development in the broadest sense (including relations with the Roll of Alumni). NB The College is working on a new communications strategy which may have implications for the communications brief associated with this position.

Key Roles and Objectives

Strategic

- Oversight and integration of key Development activities as part of a new, endowment - and estate - focused, development campaign.
- Set and monitor appropriate and achievable fundraising targets across the life of the 2019 Campaign, and going forward.

- Plan for, and manage: sensitive combination of the Roll with Alumni Relations (including an integrated programme of events embracing UK and international alumni groups); the development of planned (legacy) giving; the running of the Annual Fund (and telephone campaign); the promotion and evolution of the Friends groups (which may include the formation of 'giving circles'; engagement with the revenue-raising aims of the conference office; publicity, publications across all media and platforms relating to the Development effort.
- Devise and implement strategies to enlarge the constituency for the solicitation of major gifts from predominantly alumni to other high net worth individuals, the business community, and grant-giving trusts and corporations, and take action to solicit major gifts.
- Build awareness among Girton's internal and external constituencies of the need to raise money to secure the College's future. The postholder will nurture a culture of giving among Girton's alumni, using regular solicitation of individuals by mail, telephone and in person.

Managerial

- Induction and support (including appraisal) for new appointees.
- Identify, through appraisal and in other ways, training and development needs for Development Office staff
- Line management for Development Office staff, overseeing an effective division of labour, and developing mechanisms for achieving short, medium and long term aims.
- Maintain effective office procedures, which are compliant with data protection regulations, particularly in relation to the fundraising database, the currency of Raisers' Edge and the use of paper files and records within the Development Office.
- Manage the development office budget in accordance with College's procedure and financial regulations.
- Ensure the Development Office contributes as appropriate to College publications
- Ensure the Development Office maintains the programme of events for ongoing internal and external profile-raising projects including College prizes (Hammond and Humanities Communications prizes, Poetry Prize, Innovation prize) together with People's Portraits, Sports events and so on.

The post holder will:

- Be responsible for major gift fundraising solicitations; maintaining relationships with major donors and fundraising volunteers; stewarding and renewing the 2019 Campaign Board.
- Work with senior volunteers and members of the College on major gift fundraising projects and solicit major gifts.

- Travel within the UK and, as appropriate, internationally (with or without the Mistress) to represent Girton; represent the development office at key college events (reunions, public lectures and so on).
- Represent the College at the Cambridge Colleges Development Group and liaise with Cambridge in America and the Cambridge University Development Office (CUDO).
- Report to College Council and College Governing Body, attending Buildings' Committee for strategic information regarding building projects and other College committees as required.
- Report to internal bodies on the progress of fundraising and producing quarterly income reports to College Council.
- Be responsible for submitting budget proposals to the College's budget sub-committee.
- Ensure all fundraising material is up to date with regards to the tax benefits of giving, both in the UK and internationally.
- Participate in training designed to minimise occupational risks.
- Become familiar with, and work in accordance with, all College policies and procedures.
- Undertake any other duties as requested by the Mistress as appropriate to the role.

This job description may be subject to review in consultation with the post holder.

January 2012

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**PERSONAL SPECIFICATION
GIRTON COLLEGE
DEVELOPMENT DIRECTOR**

Knowledge and Experience	
Fundraised in an institutional or arts fundraising environment including closing gifts in excess of £100k and experience of smaller campaigns geared to at least £5m., developing proposals, feasibility studies, fundraising plans and creative and innovative cultivation and solicitation strategies, gained in a substantial and successful fundraising campaign.	Essential
A proven track record of fundraising success.	Essential
A broad understanding of academic development activities.	Essential
IT literate with experience of using fundraising databases, and an interest in communications.	Essential
Experience of designing and developing donor relations programmes.	Essential
Experience of managing development and alumni relations.	Essential
Qualifications	
Bachelors Degree or equivalent level of qualification.	Essential
Skills and Abilities	
Leadership skills, a collaborative management style, experience of successfully managing staff in a proactive and positive manner.	Essential
Experience of managing communications/external relations.	Essential
Excellent verbal and written communication skills.	Essential
Able to think strategically and plan for the medium and long term as well as on a day-to-day basis.	Essential
An ability to work independently and collegially with a wide range of people, internal and external to the College.	Essential
Able to devise sophisticated cultivation and solicitation strategies and to track a portfolio of major gift prospects.	Essential

/continued overleaf

Sensitivity to personal data and timescale of cultivation.	Essential
Other	
Enjoys soliciting major gifts and have a demonstrable track record of doing so.	Essential
An interest in Higher Education and, in particular, an interest in understanding how a collegiate University works, and how its goals in teaching, learning and research are defined and met.	Essential
Results orientated and collaborative.	Essential
Ability to travel nationally and internationally and to work outside of normal office hours including weekends and evenings.	Essential

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

January 2012

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