



DEPUTY DIRECTOR OF PHILANTHROPY

CANDIDATE PACK

WELCOME



Thank you for your interest in the role of Deputy Director of Philanthropy.

Girton is a College with a powerful sense of purpose. Founded to widen access to higher education and to challenge convention, we continue to place academic excellence, inclusion, and ambition at the heart of our mission. Philanthropy has long played a vital role in enabling Girton to support students, invest in teaching and

research, and respond boldly to the opportunities and challenges of our time.

We are now entering an important and exciting phase in the College's development. Building on strong foundations, we are preparing for a major campaign that will shape Girton's future for generations to come. This next chapter calls for thoughtful leadership, strategic clarity, and the ability to communicate Girton's ambitions with confidence and creativity.

The Deputy Director of Philanthropy will play a central role in this endeavour. Working in close partnership with me, the postholder will help to shape and deliver our fundraising strategy, lead key initiatives, and secure transformational support for the College's priorities.

We are seeking an experienced and values-driven fundraiser who brings

intellectual rigour, excellent judgement, and a collaborative approach. Just as importantly, we are looking for someone who combines strong people leadership with an ability to translate complex ideas into clear, persuasive narratives that inspire engagement and investment.

Furthermore, a flair for storytelling and outstanding written communication will be essential – from crafting compelling proposals and campaign materials to articulating Girton's vision in ways that resonate with donors, alumni, and colleagues alike.

Girton offers a supportive, collegial, and forward-looking environment. The successful candidate will be an active member of the College community and a trusted partner to Fellows, senior leaders, and donors, helping to build a culture of philanthropy grounded in purpose and impact.

I hope this pack conveys both the scope of the opportunity and the significance of the role. I very much look forward to welcoming the new Deputy Director of Philanthropy and to working together as we prepare for this transformative next chapter in Girton's story.

With warmest wishes,

A handwritten signature in black ink, appearing to read 'Magdalena Douleva'.

Magdalena Douleva
Director of Philanthropy and
Alumni Engagement, Fellow

GIRTON COLLEGE

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional, and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world-class education for under-represented communities.

Today, Girton is a relaxed, friendly, and close-knit College set in 50 acres of greenbelt and providing a stimulating environment for its

students, staff, and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 140 Fellows in all, around 100 of whom are fully involved in day-to-day governance, teaching, and research. In addition, more than 135 administrative and operational staff ensure the smooth running of Girton's buildings, services, and its estate. Currently, the student community comprises more than 900 students, including 360 postgraduates.



THE ROLE

The Deputy Director of Philanthropy is a pivotal leadership role within a high-performing College philanthropy and alumni engagement team.

The postholder will work closely with the Director of Philanthropy and Alumni Engagement on strategy development and execution, as well as the implementation of day-to-day priorities. They will nurture a small portfolio of prospects and donors and play a central role in securing high-level gifts for a forthcoming comprehensive campaign.

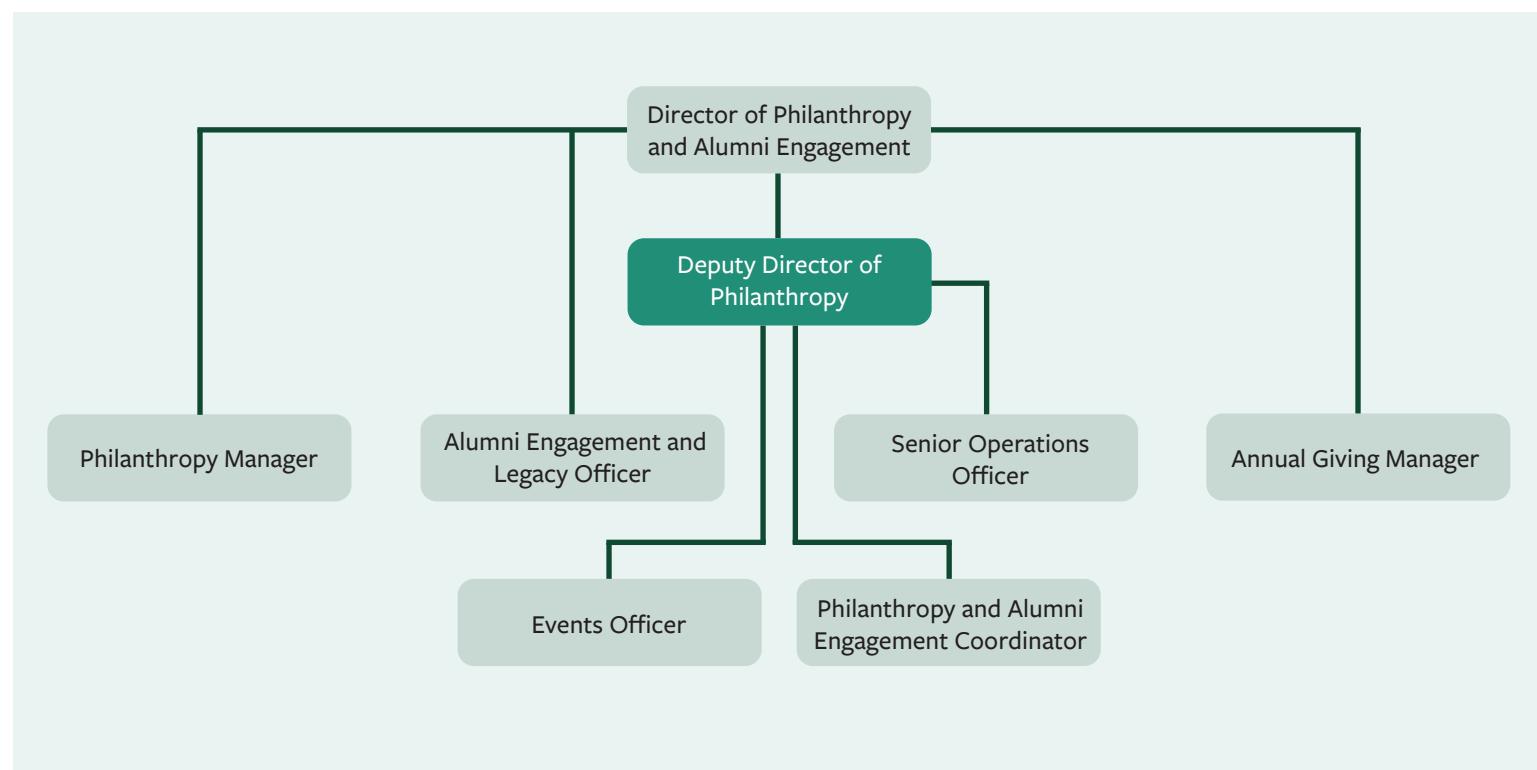
The postholder will line-manage members of the Philanthropy and Alumni Team and deputise for the Director when required, including at meetings, events, and donor interactions. They will help strengthen major gifts, annual giving, legacy fundraising, alumni engagement, and donor stewardship programmes, while ensuring operational effectiveness across the office.

A key aspect of the role will be leading the design and implementation of systems and processes that support efficient, data-informed fundraising and engagement operations, as well as delivering and overseeing key projects that advance the College's objectives.

The postholder will be an exceptional writer and communicator, and an

experienced project manager who can drive complex work forward with clarity and confidence.

This is an ideal opportunity for an experienced senior fundraiser and team leader seeking an influential and rewarding position at a forward-looking Cambridge College.



KEY RESPONSIBILITIES

MAJOR GIFTS & LEGACY

FUNDRAISING

- » Manage a portfolio of major donors and prospects, typically capable of giving between £50,000 and £250,000, but including some £1,000,000 prospects.
- » Proactively cultivate relationships with new and existing donors, both in the UK and internationally, through in-person meetings, digital engagement, correspondence, and events.
- » Create compelling, tailored presentations, proposals, briefing materials, and gift documentation to support donor conversations and funding asks.
- » Work with the Director of Philanthropy and Alumni Engagement and other members of the team to shape and deliver a multi-year fundraising strategy aligned with College priorities.
- » Work with the Alumni Engagement and Legacy Officer to expand Girton's legacy giving programme, including stewardship of known pledgers.

DONOR STEWARDSHIP & ENGAGEMENT

- » Oversee the College's stewardship programme, ensuring that all supporters are thanked appropriately, reported to effectively, and engaged meaningfully over time, supporting the Senior Operations Officer with the creation and implementation of robust systems and processes.
- » Oversee the production of high-quality stewardship communications, such as donor reports, impact updates, and recognition initiatives.
- » Collaborate with colleagues across the team and College-wide to plan and deliver cultivation and stewardship events, high-table dinners, donor receptions, and other bespoke opportunities for engagement – in College and beyond.
- » Ensure that stewardship is embedded into the donor journey and contributes to retention and lifetime giving.

OPERATIONAL & TEAM LEADERSHIP

- » Line-manage three members of the Philanthropy and Alumni Engagement Team, including those responsible for donor stewardship, events, data, gift recording, coordination, and administration.
- » Provide daily oversight of office operations, ensuring efficient systems for data management, gift processing, compliance, and reporting.
- » Support the coordination and submission of institutional reports.
- » Foster a positive and high-performing team culture through regular one-to-ones, mentoring, collaborative planning, and skills development.
- » Deputise for the Director of Philanthropy and Alumni Engagement as required, including at internal meetings, external engagements, and interactions with senior stakeholders.

STRATEGIC CONTRIBUTION

- » Contribute to the strategic direction of the College's philanthropy and alumni engagement activity, including campaign planning, prospect segmentation, and financial modelling.
- » Represent the Philanthropy and Alumni Engagement team on internal committees and working groups across the College, as appropriate.
- » Build relationships with key internal stakeholders – including the Mistress, the Bursar, Fellows, College Officers, and senior staff – in support of fundraising initiatives.
- » Liaise with counterparts at other Colleges and at the University Development and Alumni Relations Office to share best practice and identify joint opportunities.
- » Act as an Ambassador for Philanthropy and Alumni activities within the College.
- » Ensure compliance with all relevant legislation and policies, including the Code of Fundraising Practice, GDPR, and the College's Gift Acceptance and Ethical Fundraising policy.

PERSON SPECIFICATION



EXPERIENCE & QUALIFICATIONS

- » Proven experience in a senior philanthropy and team leadership role, including direct responsibility for major gift fundraising and donor relationship management.
- » Demonstrated success in securing five- and six-figure gifts or legacies, ideally within higher education or a similarly complex environment.
- » Experience of line-managing and developing staff, with a commitment to professional development and team cohesion.
- » Familiarity with the operations of a collegiate university, particularly Cambridge or Oxford (desirable).
- » Strong understanding of donor stewardship, legacy marketing, and tax-effective giving.
- » Experience of data management, reporting, and budgeting.
- » Proficient in the use of fundraising CRMs (preferably Raiser's Edge or NXT) and confident in using data to inform decisions.
- » Educated to degree level or equivalent.

SKILLS & ATTRIBUTES

- » Excellent written and verbal communication skills – persuasive, clear, and sensitive.
- » Confident networker and relationship-builder, with the ability to engage donors, volunteers, Fellows, and students alike.
- » Methodical thinker with superior planning and organisational skills, including the ability to design and implement effective systems and processes.
- » Highly organised, with the ability to manage multiple priorities and deliver to deadlines under pressure.
- » Diplomatic, discreet, and emotionally intelligent – able to manage confidential information and navigate complex interpersonal dynamics.
- » Committed to the mission and values of Girton College and to the wider purpose of higher education.

TERMS & CONDITIONS

LOCATION

Girton College,
Huntingdon Road,
Cambridge, CB3 0JG

SALARY

Based on experience, salary range £58,225 – £69,487, which are points 56 – 62 on the University single pay spine.

REPORTS

Reports into the Director of Philanthropy and Alumni Engagement. Line manages the Senior Operations Officer, the Events Officer, and the Philanthropy and Alumni Engagement Coordinator.

MEMBERSHIP

The post carries dining rights and membership of the Senior Combination Room (SCR), subject to Council approval.

HOURS OF WORK

The post is full-time, 35 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. Specific additional hours worked at weekends or full weekday evenings will normally only qualify for TOIL if agreed in advance and are in line with operational requirements.

EQUALITY

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

BENEFITS

We offer 34 days annual leave (includes Bank Holidays), as well as:

- » Life Assurance 3x Annual salary
- » Employee Assistance Programme
- » Workplace Pension
- » Health Cash Plan (MediCash)
- » Cycle to Work Scheme
- » Electric Car Scheme
- » Gym & swimming pool
- » Free Staff lunch & refreshments
- » Staff discount to hold private events in College
- » Training and development opportunities
- » Local discounts via the University
- » Access to a Holiday Play scheme
- » Agile working

Some of the above are non-contractual.

The post holder will be required to work in accordance with the College's policies and procedures and will be expected to participate in relevant training.

This job description may be subject to change, following consultation between the line manager and the post holder.



HOW TO APPLY

To apply for this role, please send a covering letter and a CV addressed to the Director of Development and Alumni Engagement to recruitment@girton.cam.ac.uk

The deadline for applications is close of business on Monday 19 January 2026.

Interviews will be held during the weeks of 26 January and 2 February 2026.



GIRTON COLLEGE IS AN EQUAL OPPORTUNITIES EMPLOYER.

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.



www.girton.cam.ac.uk



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