DEPUTY DIRECTOR OF DEVELOPMENT
CANDIDATE INFORMATION PACK
WELCOME

Fitzwilliam College is committed to supporting our community to achieve academic excellence and to have a positive impact on local and global society.

We are looking for an exceptional individual to join Fitzwilliam College as the College’s new Deputy Director of Development.

Fitzwilliam is a College whose community is its foundation, where each new member who joins our community enriches the whole community, not through assimilation, but through individuality. We have a long history of being different – from our founding as an association for students not-affiliated to a College – through to our transition as a College rooted in the 1960s modernist site designed by Denys Lasdun.

This is an exciting time to be joining the Development Office at Fitzwilliam. The College has recently created and started implementing a new College Plan.

As part of the plan an Academic Masterplan, and an Estate Masterplan have been developed, focused on making Fitzwilliam ‘ready for the future’. The delivery of these ambitious proposals will require a step-change in our Development work. As a result, the College is in the early stages of initiating a bold new fundraising campaign.

If you are looking for an exciting and dynamic role and share a passion for the transformative power of philanthropy, I hope that you will consider joining Fitz.

Peter O’Connor
Fellow and Development Director
BE PART OF OUR COMMUNITY

Fitzwilliam is a dynamic, open-minded, inclusive academic community with a strong identity

About Fitzwilliam
Fitzwilliam is a special and welcoming community. We combine a passion for academic excellence and enquiry, with a commitment to widening access to higher education.

The College encompasses around 1,000 people including staff, Fellows, undergraduates and postgraduates. In common with all of the 31 colleges of the University of Cambridge, Fitzwilliam is an independent, self-governing institution.

The College enjoys a large seven-acre site within 10 minutes’ cycle ride of all the major faculties and departments. At the heart of our beautiful grounds is a fine Regency house. Most of our award-winning contemporary architecture dates from the 1960s onwards including a state-of-the-art Auditorium and the Olisa Library.

Fitzwilliam began in 1869 as a non-collegiate institution, with the specific purpose of providing a Cambridge education to students who were unable to afford membership of a college. The community became a full college in 1966 and moved to our current site at that time.

Our values
Fitzwilliam’s core values have not changed since our creation, these are:
- Community is our foundation, embracing and welcoming diversity in all aspects;
- Supporting excellence, creating a unique space for the sharing of ideas; and
- Concern with our purpose, setting an example to the broader community.

Our new College Plan is based on these values.

We are keen to recruit someone who shares our values and who wants to be a critical part of the next phase of Fitzwilliam’s journey.

Candidate Information Pack | Deputy Director of Development | Fitzwilliam College

<table>
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<tr>
<th>Statistic</th>
<th>Number</th>
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<tbody>
<tr>
<td>Students from 61 Countries</td>
<td>750</td>
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<tr>
<td>61 Fellows and 51 Bye-Fellows</td>
<td>110</td>
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<td>108 Non-academic staff members</td>
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THE OPPORTUNITY

Fitzwilliam seeks to appoint a motivated individual who will be an active and engaged member of our community

You will be joining Fitzwilliam at an important time in our development as we implement our new College Plan. The Deputy Director of Development will play a key role as we move into the ‘quiet phase’ of the new fundraising campaign.

The College sees this appointment as an exciting opportunity for a motivated individual who will work with colleagues to continue to build our development efforts.

‘Each new member who joins our community enriches the whole community, not through assimilation, but through individuality.’

The Deputy Director of Development will help to manage the Development Office team, and oversee the College’s reporting, stewardship, and fundraising research and analysis. The position of Deputy Director of Development is an ideal role for a fundraiser, development services professional, or manager who is looking to join an ambitious and growing development activity at the beginning of a new fundraising campaign.

The Development Office at Fitz is committed to diversity and helping people grow and develop; to that end we actively welcome diversity in personal and professional backgrounds and aim to ensure the post-holder will have access to excellent opportunities to continue to grow and progress in their professional tenure at the College.
THE ROLE

The Deputy Director of Development is instrumental to the day-to-day running of the Development Office

MAIN RESPONSIBILITIES

Management of Team:
• To oversee the running of the Development Office on a day-to-day basis, ensuring that resources are well allocated and that systems and processes are fit for purpose. The postholder will be a first port of call for senior contact within the office and will deputise for the Development Director when required.
• Undertake high level reporting and data management through the RE NXT database, oversee the College’s gift administration and prospect management (working closely with the Development Officer (Gifts, Database, and Admin) and to submit the College’s entry for the annual ADQ.
• To take a lead on the College’s events for Benefactors and Donors, working closely with the Development Officer (Events)

Stewardship and Reporting
• To oversee the annual schedule of stewardship reporting to major donors and key stakeholders, working closely with colleagues in the Student Services Hub, Bursary, and Communications Office, managing the circulation of reports by key Development Office colleagues.
• To assist with the management of campaign stewardship activities, materials and programming.

Line Management and Representation
• To manage the internal reporting of gifts and use of funds across the College with colleagues from different College Offices, donors, and the Development Officers.
• To work closely with the Development Director and colleagues in the Development Office to produce reports for Development Committee, College Committee, and Governing Body.

• To manage the College’s donor recognition programme, particularly with regards to Benefactors’ and major donors.
• To work closely with the Senior Development Officer and Development Officer (Regular Giving) to support the day-to-day stewardship of donors and to support and oversee the creation of the annual Development Report, working closely with the Communications Office.
• To produce reports for the College’s development committee and oversee the Development Office’s reporting dashboard tracking fundraising progress and activities.

Prospect Management and Fundraising
• To oversee the College’s management of prospective donors on the RE NXT database, including the accurate management of prospect pipelines, proposals, canvassers, and approaches.
• To coordinate and manage the joint relationship of prospects with CUDAR alongside the Development Director, and to ensure this is mapped into the College’s own prospect management.
• To oversee a portfolio of 50 prospective donors, comprised of individual alumni and non-alumni, trusts and foundations, and corporates, who are capable of making gifts between £50,000 - £200,000.
• To work closely with the Development Director and Senior Development Officer in assisting and supporting them with their own prospects and fundraising from time-to-time.
THE ROLE (Cont.)

ROLE TITLE
Deputy Director of Development

REPORTS TO
The Development Director, Peter O’Connor, and working closely with the Master, Bursar, Senior Tutor and other College officers. Deputising for the Development Director as and when required.

The Deputy Director of Development will be expected to participate fully, playing a leading role as necessary, in relevant College committees including the Development Committee, Health and Safety Committee, Funds Sub Committee, and the College’s Campaign Board.
THE INDIVIDUAL

You will have outstanding organisational and management skills and a passion for the mission of Fitzwilliam College

Qualifications, education

Essential
• Educated to first degree level or equivalent.

Desirable
• Educated to Master’s degree level or equivalent.
• Professional qualifications in project management (e.g. Prince 2) or fundraising.

Skills, knowledge and Experience

Essential
• Excellent IT skills including word processing, e-mail and a willingness to update skills
• Experience use of Microsoft Office and CRM databases
• Experience of prospect research, proposal writing and reporting
• Experience of analysing complicated data sets and producing reporting dashboards.
• Organisational skills, an ability to prioritise work, and experience of project management.
• Familiarity with the importance of fundraising to education.

Desirable
• Experience of fundraising from Trusts, Foundations and Corporates
• Experience of working closely with volunteers in a fundraising Campaign
• Understanding of Collegiate Cambridge

Personal Attributes
• Excellent communication skills, spoken and written.
• An ability to take the initiative and to think on one’s feet, to be confident, calm, determined and diplomatic.
• An ability to work well with a variety of people including Fellows, students, non-academic staff and alumni
• First class organisational skills and attention to detail.
• Energy, flair, creativity and professionalism.
• A high degree of discretion and confidentiality, particularly with personal data.
• The ability to manage time, to delegate and prioritise a substantial workload in different areas.

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FITZWILLIAM COLLEGE

Report to Donors

June 2022

• A commitment to the aims and values of the higher education sector and in particular Fitzwilliam College and the University of Cambridge.
• An ability to work cooperatively as part of a collegial team.
• Able to demonstrate a natural curiosity with regards to the College, our work, and our community.
• An ability to think strategically.
TERMS & CONDITIONS

APPOINMENT
The role is a full-time permanent position. The start date will be from 31st October onwards.

SALARY
Band 6 (£48,000 - £53,000, with a discretionary range beyond £53,000 for an exceptional candidate)

PENSION & BENEFITS
Opportunity to join the College’s defined contribution scheme. The College has numerous staff benefits including free EV charging, a free lunch (when available) in the buttery, and a cycle-to-work scheme.

ANNUAL LEAVE
Holiday entitlement of 25 days each year as well as Bank Holidays.

EQUAL OPPORTUNITY
Fitzwilliam College values diversity and is committed to equal opportunities.

DATA PROTECTION
In applying for this vacancy, you will provide personal data which the College will process in accordance with our data protection obligations and Data Protection Policy.
https://www.fitz.cam.ac.uk/about-us/official-information/data-protection

NEXT STEPS
For further information and how to apply, please visit

For a confidential discussion about this role, please contact fitzwilliam@minervasearch.com