FURTHER PARTICULARS – Head of Development Operations

Emmanuel College, Cambridge

Emmanuel College is one of the larger colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the Master, Douglas Chalmers. The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful.

Like the College, the Development Office is known for its warm, friendly and welcoming approach to every member of the Emmanuel community. Typically, the first point of contact for Members and friends, the Development Office is committed to remaining true to all that makes Emma such a special place.

The Post

The Head of Development Operations is a critical role within the development team. It is a varied role that will reward flexibility, excellent organisational and interpersonal skills, independent thinking and a confident and positive approach to work are essential to the role, as is the ability to work as part of a team but also with the minimum of supervision.

By taking responsibility for the smooth running of the overall team, and operational delivery of the different functions, the Head of Development Operations ensures the Director is enabled to focus on critical major gift and strategy work. The post-holder ensures that the intimacy, responsivity and attention to detail that have always characterised the department’s work remain a hallmark of its approach.

The Development Office is the first point of contact for Members and friends. The Head of Development Operations will play a key role in ensuring that the Development Office functions effectively and efficiently, to deliver current and future fundraising and Member engagement and relations targets in support of the college’s strategic goals.

Responsibility extends to line-management of the Development Office in the Development Director’s absence.

Remuneration

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions (pro rata for part-time posts), in addition to statutory and bank holidays
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Salary in the range £35,412 - £37,479 depending on experience.

Other benefits include:

- Meal is available at lunch time at College expense
- Access to the College Gym and swimming pool
- Permanent Health and life Insurance cover is taken for staff
• Full-time position for a total of 36 hours 40 minutes per week, worked in accordance with a flexi-time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours
• Various discount schemes are available from local traders.

Application

Applications should be via completion of the application form together with a covering letter. The closing date for receipt of applications is 5pm on Friday 17 June 2022. Interviews for this post are expected to take place on 22 June 2022.

Completed applications should be sent by e-mail marked ‘Strictly Personal & Confidential’ to HR@emma.cam.ac.uk.

Emmanuel College is an Equal Opportunities Employer