EMMANUEL COLLEGE

Further particulars relating to the post of Head of Development and Member Relations

The College

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, Mr 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 (alumni) 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 and Member Relations is a critical role within the development team. It is a varied role that will reward flexibility. Superb organisational and interpersonal skills and 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 mass fundraising, legacies, data management, events and communications functions, the Head of Development and Member Relations ensures the Director is enabled to focus on critical major gift and strategy work. The post-holder ensures that the intimacy, responsibility 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 and Member Relations will play a key role in managing, supporting and leading the development team, to ensure that the Development Office functions effectively and efficiently to deliver current and future fundraising and Member engagement targets in support of the college’s strategic goals.

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

Reumeration

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 during the working day at lunch time at College expense
• Access to the College Gym and swimming pool
• Permanent Health Insurance cover is taken for staff
• Life insurance cover is available for pension members
• 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
• The option to work from home and college
• Various discount schemes are available from local traders.

**Application**

Completed application forms should be marked ‘Strictly Personal & Confidential’ and be emailed to hr@emma.cam.ac.uk; please include a supporting statement detailing your suitability for the role.

The closing date for applications is 5pm on Thursday 15th September 2022. We reserve the right to call particularly strong candidates for interview prior to the closing date.