EMMANUEL COLLEGE

Further particulars relating to the post of Deputy Development Director

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, Dame Fiona Reynolds assisted by the Bursar and Senior Tutor. The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by a Committee structure.

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. The relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

Like the College, the Development Office is known for its warm, friendly and welcoming approach to every member of the Emmanuel community. The development office is set to grow as the College gears up for a major fundraising campaign, the intention is that the intimacy and attention to detail that have always characterised the department’s work remain a hallmark of its approach. Typically, the first point of contact for Members and friends, the Development Office is committed to remaining true to all that makes Emmanuel a special place.

As it prepares for a major fundraising campaign, the College is seeking to appoint Deputy Development Director reporting to, working closely with and as necessary deputising for the Development Director. The Deputy Development Director will work alongside the development team and the Master’s Office to administer the College fund raising effort.

The Post

The College is seeking to appoint a Deputy Development Director. Reporting to and working closely with the Development Director, the principal objective of this new role is to raise funds for the College from a variety of sources. The successful candidate will play a key role to ensure that the Development Office functions effectively and efficiently, to deliver the campaign and to support the purpose and objectives of the College.

In addition to managing a portfolio of major gift campaign prospects, the Deputy Development Director is part of the senior fundraising team and will be responsible for the oversight of the regular giving activities of the College such as the annual telephone and direct mail campaigns, for developing and implementing a dynamic and effective legacy programme and for the preparation of trust and foundation applications for specific projects. The Deputy Development Director will ensure that the Development Office is GDPR compliant and deputise for the Development Director when necessary.

The person specification and duties of the Deputy Development Director are set out in more detail in the attached Job Description. The person appointed will have an excellent standard of IT literacy including Microsoft PowerPoint, Word, Excel and Outlook; familiarity with the management, maintenance and reporting from a relational database; knowledge of Raiser’s Edge would be beneficial. Tact and discretion in dealing with confidential and sensitive matters. Meticulous attention to detail and good organisational skills. Knowledge and experience of best practice in using social media in accordance with the College policy. Exceptional organisational and administrative skills with attention to detail. Flexible, positive and
pro-active approach to work. The ability to work to tight and competing deadlines both as part of a team and using own initiative.

**The Rewards**

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,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Salary circa £45,000 per annum paid monthly.

Other benefits include:

- Child Care Voucher salary sacrifice arrangement in appropriate situations,
- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- 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 36.6667 hours 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 enclosed application form together with a hand written covering letter. The closing date for receipt of completed applications is on Tuesday 8 May 2018.

Applications should be addressed for the attention of the Bursar’s Assistant, Emmanuel College, St Andrew’s Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential”.