EMMANUEL COLLEGE

JOB DESCRIPTION – DEPUTY DEVELOPMENT DIRECTOR

LINE MANAGER – The Development Director

BACKGROUND INFORMATION
The Development Office is set to grow as the College prepares 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. The Development Office is the first point of contact for Members and friends. The Deputy Development Director will report to and work closely with the Development Director and the Master’s Office. The principal objective of this post is to raise funds for the College from a variety of sources. The person appointed will play a key role in ensuring that the Development Office functions effectively and efficiently, to deliver the campaign target 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 oversight of the regular giving activities of the College such as the annual telephone and direct mail campaigns, developing and implementing a dynamic and effective legacy programme and for developing trust and foundation applications for specific projects. Responsibility will extend to ensuring that the Development Office is GDPR compliant. Line-management of the Development Office in the absence of the Development Director.

PERSONAL QUALITIES
- Educated to degree standard with a background in fundraising, alumni relations or member relations.
- Familiarity with and experience of regular giving and legacy programmes, trusts and foundations and stewardship.
- Strong and proven line management capabilities, preferably of a team with varying roles.
- An understanding of a Collegiate University.
- An ability to understand and articulate the purpose and objectives of the College in an authentic and compelling fashion.
- Excellent communications skills, with a good command of the English language both spoken and written.
- Strong interpersonal skills and a combination of personal sensitivity, creativity and tact that is necessary to secure the confidence and support of a variety of different College constituencies including Fellows, students, alumni and volunteers.
- Energy, flair, creativity and a belief in the power of philanthropy to make a difference to the College and the wider world.

SKILLS REQUIRED
- 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 or 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.
- Ability to work to tight and competing deadlines both as part of a team and using own initiative.

**PRINCIPAL RESPONSIBILITIES**

Using own initiative, to ensure timely completion of work in accordance with financial and other instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

1. **Fundraising**
   - Raise funds for the College from alumni, individuals, corporations, trusts and foundations working closely with the Development Director, the Master, key volunteers and Fellows as appropriate.
   - Devise and implement a strategy to ensure that a robust regular giving programme delivers substantial income to the College whilst liaising closely with the Regular Giving Officer.
   - Devise and implement a strategy to launch a legacy programme, with support from the Office Manager.
   - Build and manage a strong major gift prospect pool. Undertake regular face-to-face cultivation and solicitation meetings to close campaign gifts.
   - Ensure that the systems and processes to support the campaign are in place and operating effectively and efficiently. Maintain and update prospect lists and related materials, prepare regular campaign reports to share with the Development Team and volunteer leadership.
   - Arrange and attend meetings of the Senior Fundraising Team.
   - With the Director of Development explore new fundraising initiatives, such as a digital programme.

2. **Other responsibilities**
   - Deputise for the Director of Development as required.
   - Line-manage the Regular Giving Officer.
   - Attend relevant College committees, draft papers, prepare minutes and provide feedback.
   - Attend events and meetings in College and elsewhere, (including some national and international travel).
   - Manage the American Fund for Emmanuel.
   - Liaise with Cambridge University Development and Alumni Relations Office (CUDAR), Cambridge Colleges Development Directors Group (CCDG) and Cambridge in America.
   - Ensure that the Development Office is in all respects GDPR compliant.
   - Undertake any other reasonable tasks consistent with the role of Deputy Development Director or that are necessary for the efficient and effective running of the Development Office.
   - Observance is required at all times of the College Equal Opportunities, Social Media, Health & Safety and Computer Acceptable Use policies together with the College policy on the application of the Data Protections Act. Copies of these policies will be given to the post holder as part of the induction process.