



# Development Director

**Candidate Pack**

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# Letter from The Mistress

**Thank you for your interest in the role of Development Director at Girton College, University of Cambridge (UK). Girton has a long and impressive history of trailblazing philanthropy ever since its foundation by women for women in 1869. As the UK's first residential college for women's higher education, we helped to galvanize an unstoppable global movement for the full participation of women in political, professional and scholarly life.**

Girton has continued to lead the way in educational empowerment since going fully mixed in 1979. The College is characterised by its pioneering spirit, its ethos of working to enable access to a world-class education for under-represented communities and its deep commitment to a green and sustainable future. Girton today is best described as a vibrant, progressive, inclusive, inspiring and bold community that strives for excellence.

We are seeking a passionate Director of Development who can energise and lead a new fundraising campaign to sustain, improve and promote our world-class institution.

This is a career-defining opportunity for a dynamic professional who can help us to push new boundaries in education, research and outreach.

Inspired by the College's ambition as well as its history, this senior role presents a genuine opportunity to make a difference, generate substantial philanthropic income and drive forward the strategic ambitions of the College – a vibrant, progressive, inclusive, inspiring and bold community that strives for excellence. You will enjoy deploying your strategic thinking, be encouraged to think creatively, and will thrive by engaging with a broad range of truly remarkable stakeholders, internationally.

You will have my enthusiastic and active support.

**Dr Elisabeth Kendall  
The Mistress**



# Development at Girton College

## An introduction

**Girton has a reputation for nurturing academic excellence within an atmosphere that is relaxed, friendly and supportive. Its magnificent 50-acre site provides a stimulating environment in which students, staff and Fellows benefit from historic buildings, beautiful gardens, areas of orchard and woodland and exceptional cultural and sports facilities, including a beautiful indoor pool. The College offers a holistic educational experience that combines intellectual rigour with a vibrant social scene as well as excellent welfare provision. It is one of Cambridge's larger colleges and has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research and over 135 administrative and operational staff. Girton's co-educational student community reflects a 50:50 gender balance and is made up of 537 undergraduate students and 330 postgraduates.**

Girton's financial position has strengthened considerably over the last decade through a combination of successful development fundraising, sound investment and some estate reorganisation. Currently the College has net assets of c. £175m, an endowment of c. £75m and free reserves of c. £30m. Whilst this provides Girton with a high degree of financial resilience, the College's ambitions to build on-site, and to further improve its offer to Fellows, staff and students, will require substantial future fundraising. This therefore represents a pivotal moment financially for the College, in which the Development Office, and its Director, will play a critical role.

Girton has an exceptional fundraising track record and enjoys strong support from alumni (over 10,000 of whom are contactable) and other friends. In 2022 we announced the successful completion of A Great Campaign – a landmark fundraising campaign, focused on the endowment, which transformed the fortunes of the College by raising £28.4m in donations and well over £25m in legacy pledges of the living. Building on this success we are now planning the next, even more ambitious, phase of the College's development.

The philanthropic priorities of our next campaign will be based on our new Strategic Plan, which has four main foci: an outstanding education; a world-class Fellowship; 'green' Girton; and student enrichment. Our next fundraising campaign will likely centre on three key areas: the most significant transformation of the College estate in a century; the continued growth of our endowment to underpin both our long-term sustainability and our ability to invest in a superlative all-round experience for our students and Fellows; and a renewed focus on annual giving to initiatives that create transformative opportunities for Girton students.



# The Role

## Department Background and Structure

**Team/Department:** Development Office

**Reporting to:** The Mistress

**Responsible for:**  
*(as currently set up)*

- Development Manager (Major Gifts)
- Senior Development Officer (Operations and Supporter Care)
- Development Officer (Alumni Relations and Legacies)
- Development Officer (Annual Fund)
- Development Officer (Events and Communications)
- Development Assistant

**Close working with:** College Officers (Vice-Mistress, Bursar, Senior Tutor, Junior Bursar, Deputy Senior Tutor), Fellows, Heads of Department (Operational and Administrative), students (PG and UG) and Alumni

The Development Director will maintain and enhance relations between Girton College and its alumni, friends and other potential donors. You will deploy strategic leadership in fundraising and engage with alumni and the College's remarkable, diverse stakeholders, internationally. You will think creatively and will be empowered to drive forward change in pursuit of truly ambitious philanthropic income-generation aspirations, raising in the region of £60m in our next campaign, including £30m for a potential capital project. You will be a much-valued member of the team and will be surrounded by people who are passionate about fundraising and who understand it well. In essence, you will help a world-class institution push boundaries in education, research and outreach.

# Responsibilities

## Strategic

- Set the College's Development strategy in consultation with the Mistress, Bursar, Development Strategy Committee, Campaign Board and Council.
- Develop and maintain a compelling case for support – including, in due course, narrative for a new Campaign – stemming from the College's strategic plan and investment priorities agreed by the Council.
- Contribute to the delivery of the College's broader communications strategy as a member of the virtual communications team which is led by the Mistress.
- Scope potential for increased fundraising from trusts, foundations and companies.
- Manage personally a portfolio of the College's most significant donors and prospects. It is anticipated that the successful candidate will lead on some of these relationships and will support the Mistress and/or other Fellows in leading on relationships where more appropriate.

## Financial

- Agree annual income and expenditure budgets for the work of the Development Office and non-financial KPIs and manage performance against them.
- Oversee and be accountable for all aspects of fundraising and stewardship, including legacy fundraising, the growth of annual fund income, and major and principal gifts portfolios managed by other staff.
- Ensure compliance with internal and external regulation including the College's Financial Regulations and Gift Acceptance Policy, PREVENT, Data Protection legislation and the Code of Fundraising Practice.
- Liaise with the Bursar and Finance Office to ensure that College financial communications are optimised for use with alumnae/i, supporters and friends, including bespoke reports for major prospects.
- Provide regular performance reports for the Development Strategy Committee, Council and other bodies as necessary.

## Alumni Relations

- Oversee and be accountable for all aspects of alumni relations, including delivering regular and inspiring communications, supporting the network of alumni groups, and developing innovative new non-financial ways for alumni to engage actively with College life.
- Oversee the delivery of Development and alumni events.
- Ensure that alumni data is maintained with a high degree of accuracy and harnessed in the most effective GDPR-compliant ways possible to support the College's objectives. Ensure that the department's IT and other systems remain fit for purpose.
- Maintain an understanding of international trends in educational fundraising and alumni relations to ensure best practice.

# Responsibilities continued...

## Team

- Lead and motivate the Development team to achieve high standards of professionalism and output through performance and professional development reviews and by fostering an ethos of continuous improvement.
- Build a team of non-fundraising-specialist Fellows and Senior College Officers (including the Mistress and Bursar) who contribute actively to the development process by leading on relationships with current and potential donors where most effective and appropriate. Equip them with the requisite skills and understanding and co-ordinate their work.
- Liaise constructively internally with other Girton College departments and externally with the Cambridge University Development and Alumni Relations Office and other colleges' Development Offices for mutual benefit.

## General

- The role requires regular evening and weekend work, some national and international travel, and a high level of presence in College.



*This job description may be subject to change following consultation between the Line Manager and Postholder*

# Person specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications and experience	Essential	Desirable
Setting and delivering strategic fundraising plans to maximise exceptional outcomes	✓	
Major gifts fundraising with a strong track record of success in securing substantial major gifts	✓	
Strong experience in leading, managing and optimising the performance of a team	✓	
Setting and managing performance against income and expenditure budgets and KPIs	✓	
Optimising the use of data, ideally in Raiser's Edge (NXT) or equivalent fundraising software	✓	
Motivating, developing and coaching teams of professionals	✓	
Education to degree level or equivalent experience	✓	
Successfully involving non-fundraising-specialist colleagues in a Development process		✓
Professional or alumnus experience of the Cambridge or Oxford environment		✓
Skills and knowledge	Essential	Desirable
First class oral and written communication skills	✓	
IT literate (with experience of Raiser's Edge (NXT) an added bonus)	✓	
Excellent interpersonal and stakeholder management skills, with the ability to communicate across a complex organisation and to engage empathetically with people of different ages and from diverse backgrounds	✓	
Strategic financial planning with excellent numerical and financial acumen	✓	
A rigorous approach to self-organisation, with the ability to manage competing priorities, deal with routine administration, and maintain keen attention to detail	✓	
Interest in and support for the ethos and aims of Girton College	✓	
Understanding of the regulatory environment for fundraising in the UK (or a willingness to learn)	✓	
A nuanced understanding of fundraising and alumni relations in a Higher Education context		✓
Other qualities	Essential	Desirable
Highly motivated and energetic	✓	
Confident and outgoing	✓	
Results-oriented	✓	
Strategic thinker, with an entrepreneurial and creative approach	✓	
Professional, tactful and discreet	✓	





# Employment

## Salary

£77,000 to £87,000 per annum, depending on skills and experience.

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## Work structure

Full-time. Working with a degree of flexibility is expected and will include some evenings and weekends, as well as occasional travel (UK and international) involving nights away from home.

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## Contract term

Permanent, subject to a nine-month probationary period.

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## Annual leave

Standard annual leave entitlement is 34 days (inclusive of UK Bank holidays).

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## Other information

### We also offer:

- Eligible to join the Universities Superannuation Scheme (USS), current contribution 9.6% of salary (employer contribution 21%).
- Official Fellowship in the College by election. The benefits of this include Dining Rights, access to recreational facilities and various College events. Further details of the entitlements and obligations of Fellows are available separately.
- Free Parking on-site.
- Cycle to Work Scheme.
- Access to Healthcare.
- Sports facilities including on-site indoor swimming pool.
- Staff discount to hold private events in College.
- Local Discounts via the University.
- Access to a Holiday Playscheme.



# Application information

## Application process

**An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.**

Applications should consist of:

- A full CV
- A **covering letter** stating how you meet the background and experience section of the person specification and outlining your motivation for applying for this role. Your covering letter should be a maximum of two sides of A4.
- Please include **details of two referees** in either your CV or covering letter, though please note that we will not approach your referees without your prior consent and only should you be shortlisted.

**Completed applications should be uploaded to <https://andersonquigley.com/job/aq2521/>**

The **closing date** for applications is **noon Wednesday 3rd April**.

*We are committed to providing dignity and equality of opportunity. Any necessary adjustments will be considered in keeping with the requirements of the Equality Act 2010.*

## Further information

- **First round interviews are expected to be held during the week commencing 29 April 2024.**
- **Final interviews to be held during week commencing 13 May 2024.**

Should you wish to discuss the role in strict confidence, please contact Anderson Quigley, who is acting as an employment advisor to Girton College.

Elyse Turner-Pearce on +44 (0)7808 648 559 or [elyse.turner-pearce@andersonquigley.com](mailto:elyse.turner-pearce@andersonquigley.com); or Alberto Lidji on +44 (0)7743 927 988 or [alberto.lidji@andersonquigley.com](mailto:alberto.lidji@andersonquigley.com)



**Excellence. Inclusion. Sustainability.**

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