



DOWNING COLLEGE, CAMBRIDGE

Candidate Information Pack



DEVELOPMENT
MANAGER

Centre for Climate Repair
at Cambridge

Letter from the Director

Are you in fundraising, sales, communications or policy and looking to make your next move? Are you hungry for change and would you welcome the opportunity of working with a world-leading team of climate scientists? Do you love meeting new people and pioneering a cause? Then this could be your ideal role.

The Centre for Climate Repair at Cambridge is based at Downing College. Led by former Governmental Chief Scientific Advisor, Professor Sir David King and its Director, Dr Shaun Fitzgerald from the Department of Engineering, the CCRC is growing at pace and seeks a talented individual to build on a successful major gifts programme in order to rapidly scale up international research programmes. Fundraising experience is welcomed but not essential if you have the right skills.

In this role, you will be a member of Downing's Development and Alumni Relations team but working closely with the CCRC team. You will be the first point of contact for donors to climate repair, both alumni and those with no other prior connection to Cambridge. You will have the full back-up of an experienced fundraising team but with the autonomy to identify and develop your own portfolio of prospects and donors.

We're a small, friendly Development team educated at universities from Aberdeen to Exeter and whose



experience ranges from PR, advertising and events to scientific research. We're not all Cambridge alumni but we're proud to work here and to support the work of the CCRC. We're on the cusp of announcing a major new fundraising campaign, which includes CCRC.

If you have new ideas, we'd love to hear them because at Downing we're open to fresh thinking and changing the way we do things. In return, you'll have autonomy but also the support of a friendly team with opportunities to develop your skills. We offer flexible hours, agile working and additional benefits as well as being a sociable team. You'll be joining a community of people from all backgrounds, living and working together in an inspiring setting for a great cause.

If this appeals to you, please read on and if you'd like more information or an informal chat, contact me directly at development-director@dow.cam.ac.uk.

Thank you for your interest in Downing College and the Centre for Climate Repair at Cambridge.

DEVELOPMENT DIRECTOR

DEVELOPMENT MANAGER Centre for Climate Repair at Cambridge

£45,173 full-time
(part-time/flexible hours considered)

Development & Alumni Relations
Downing College

April 2022

JOB DESCRIPTION

SUMMARY

THE DEVELOPMENT MANAGER will lead major gift fundraising efforts for the Centre for Climate Repair at Cambridge, working closely with Sir David King, Dr Shaun Fitzgerald and a team of world-class researchers. The Centre is attracting significant interest and donations from supporters in the UK and internationally and this role is charged with seeking six, seven and eight figure gifts to advance its world-leading research.

KEY RESPONSIBILITIES

Major Gift Fundraising 80%

- Manage a portfolio of donors to the CCRC, identify, approach and develop relationships to ask for support from individuals and organisations.
- Work closely with the Chairman and Centre's Director on fundraising approaches, provide research briefings, attend meetings and ensure timely follow up.
- Craft the case for support documents and proposals for individuals, corporates and trusts.
- Work to agreed monthly and annual contact targets (KPIs).
- Attend weekly meetings with CCRC and the Development team.
- Collaborate with colleagues across the University including the University Development team (CUDAR), Cambridge Zero, Cambridge in America (CAm) and departments.

Stewardship 15%

- Manage a dedicated cultivation and stewardship programme for CCRC donors, including annual reports, timely informal updates, e-news, webinars and events.
- Ensure meticulous recording of actions on the relationship database, run prospect pipeline reports and analyse results to maximise fundraising potential.

Development Team 5%

- Maintain up to date knowledge and understanding of current legislation and regulations relating to higher education fundraising e.g. Gift Aid, GDPR, to ensure compliance.
- On occasion, assist at alumni and fundraising events.
- As a small team, we expect everyone to pitch in with a cheerful attitude and occasionally perform duties around this role or as directed by the Development Director and the Director of Engagement & Development Operations.



KEY RELATIONSHIPS

This role reports to the Development Director and has key relationships with the following:

- Development team and reporting to the Development Director;
- Chairman, Director and members of the CCRC team;
- Master, Senior Officers, Fellows and staff in the College;
- CUDAR and Cambridge in America;
- Students and particularly those undertaking internships in the CCRC;
- Donors and alumni.

Development Team Organisational Chart 2022



JO FINNIE JONES

Fellow & Development Director



CAT MIDDLETON

Director of Engagement & Development Operations



VACANT

CCRC Development Manager



SUSAN ESDEN

Senior Development Manager



RACHEL KIRKLEY

Events Officer



VACANT

Senior Development Officer



VACANT

Alumni Communications Officer



CLAIRE VARLEY

Development Administrator



Person Specification

Education/Qualifications

Degree educated (or equivalent)

Knowledge/Experience

- Demonstrable fundraising, customer or sales experience gained in education, sales, charities, marketing, communications, policy, climate campaigning organisations, or a related field.
- Excellent interpersonal skills with a positive and friendly approach, ideally honed in a similar or customer facing role.
- Ability to interpret scientific/academic papers and explain in layperson's terms.
- An interest in and passion for climate repair.
- Demonstrate project management skills from concept to successful delivery.



Skills

- Exceptional verbal and people interaction skills, ability to build affinity easily with a wide range of people.
- Excellent time management skills to meet deadlines and milestones.
- Able to work independently but also as contribute positively to a small team.
- Confident using MS Office, Teams, Zoom and relationship databases (training offered).
- Excellent numerical skills and command of written English, with the ability to write clearly and correctly in different formats.
- Meticulous attention to detail.

Personal Qualities

- Diligent, with a positive outlook.
- A strong sense of personal responsibility and accountability.
- High standards of diplomacy, discretion and courteousness.
- Friendly, efficient, polite telephone manner.

Desirable

Experience of the education, fundraising or climate related sectors is helpful but not essential.

Remuneration & Benefits

The annual salary is £45,173 per annum for 36.25 hours per week (point 64 on the College salary scale) for office hours with an unpaid 30 minute lunch break. There is a probationary period of 6 months and the role is a 2 year contract in the first instance, with the possibility of extension. There is potential for part-time hours, a degree of flexibility on start/finish times and working from home.

In addition to the salary, we offer an attractive benefits package including:

- 33 days holiday (including bank holidays)
- An additional day off for your birthday!
- Discretionary bonus scheme
- Free College lunches on working days
- Pension scheme (with matched contribution up to 10%)
- Free access to an Employee Assistance programme 24/7
- Healthcare cash scheme (e.g. for prescriptions, dental, optical, physiotherapy)
- Free life assurance cover
- Optional subsidised private medical and dental schemes
- Cycle scheme giving substantial savings on cycle purchase
- Free use of on-site gym facilities
- Free on-site car parking subject to application and approval
- Social events

ABOUT DOWNING COLLEGE

Founded in 1800, Downing College in the University of Cambridge has a unique and magnificent setting among twenty acres of lawns and trees, yet is located in the centre of Cambridge. The open landscape has a superb collection of neo-classical buildings from the nineteenth, twentieth and twenty-first centuries. Those living and working in Downing enjoy a beautiful environment unique in Cambridge in its spaciousness.

The College is composed of approximately 50 Fellows and 165 non-academic staff and its aim is to help all students to develop their academic ability and personal potential during their time here. We pride ourselves on being a friendly and informal community for Fellows, staff and students alike.

APPLICATION PROCESS →

To apply for this position, please visit www.dow.cam.ac.uk/people/vacancies/staff-vacancies

Closing date:
Monday 23 May. Please note that the closing date for this post may be brought forward if there is a high volume of applicants.

Applications are welcomed from a broad range of backgrounds.

All applicants will be contacted once shortlisting has taken place.

The successful applicant will be asked to complete a basic level DBS check.

For further information or in event of queries, please contact:

The HR Office Email:
hr@dow.cam.ac.uk

Tel: 01223 334820



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