Fitzwilliam is a special and welcoming academic community committed to developing the talents of its students, supporting its Fellows, and the training and professional development of its staff. Fitzwilliam is one of 31 colleges within the University of Cambridge, and is a community of around 1,000 people, including undergraduates, postgraduates, Fellows and staff. The College is set in beautiful grounds on a large, seven-acre site within 10 minutes’ cycle ride of all the major University faculties and departments.

Our community is open and welcoming: each new individual who joins Fitzwilliam enriches our College and is encouraged to participate actively in College life. Principles of respect and fairness underpin all our work. Wellbeing is key to high academic and professional achievement and the College plays an important role in providing appropriate support in this regard, for students and staff alike.
The Development Office is responsible for College's fundraising activities, and co-responsible for the College's Alumni Relations programme with the Office of Communications and External Affairs. The Development Office helps work with Fitzwilliam's alumni to support the education, research and wellbeing of the Fitzwilliam Community. Philanthropy at Fitzwilliam helps to support undergraduates in financial need, fund graduate scholarships, and provide the capital for the state-of-the-art Olisa Library. In 2019, the College successfully concluded its 150th Anniversary Campaign, raising over £23.5 million.

The College has recently appointed a new Director of Development and is quietly working on a new development strategy, as it plans to grow philanthropic income significantly. Following the conclusion of the 2019 150th Anniversary Campaign, the College has completed a strategic review and is now beginning feasibility work on an exciting new campaign that will seek to provide a step-change in philanthropy at the College, and to differentiate it from Collegiate Cambridge.

Consequentially, the College is looking to recruit two fundraisers – a Senior Development Officer and a Development Officer (Regular Giving) – to help drive income from major gifts and regular giving, respectively. The position of Senior Development Officer is an ideal role for an experienced fundraiser who is looking to develop their fundraising career in a fun, friendly and professional team. The Development Office at Fitz is committed to diversity and helping people grow and develop; to that end we actively welcome diversity in personal and professional backgrounds and aim to ensure the post-holder will have access to excellent opportunities to continue to grow and progress in their professional tenure at the College.
DUTIES AND RESPONSIBILITIES

Fundraising
- To raise funds for the College from alumni, private individuals, corporations, and trusts
- To work with the Director of Development, the Master, key volunteers and/or Fellows where appropriate to raise these funds
- To research, plan and undertake regular face-to-face fundraising meetings in person and online with prospects of all types, working with the Director of Development and other stakeholders, but also frequently working alone
- To support the Development Officer (Regular Giving) with strategy, top-donors and shift cover in the annual telephone campaign
- To support the Director of Development with the strategy and campaign planning of the Development Office
- To have responsibility for the College’s Prospect Management system and to participate in prospect development and research
- To further develop the strategy for, to implement and to manage a legacy programme
- To participate in the stewardship of donors to College and ensure all donors are adequately informed and thanked for their gifts

Other responsibilities
- To liaise with the Tutorial Office on the distribution of scholarships and prizes in order to ensure that the wishes of donors are fulfilled
- To co-ordinate cultivation and stewardship events for 1869 Foundation members and Benefactors
- To support the Director of Development with fundraising boards and volunteers
- To attend events and meetings in College and to undertake some travel on behalf of the College
- To work with the Cambridge University Development and Alumni Relations Office (CUDAR), the Cambridge Colleges Development Group and Cambridge in America to ensure beneficial outcomes for all parties
- To undertake any other reasonable tasks which may be necessary to assist the efficient and effective running of the Development Office and its events programme
# THE CANDIDATE

## Knowledge & Experience
- Educated to degree level or higher
- Significant fundraising experience, ideally in an HE context
- Experience of face-to-face fundraising highly desirable
- Experience of prospect research highly desirable
- Excellent IT skills, including Excel, with knowledge of Raiser’s Edge database highly desirable
- An understanding of the Collegiate University environment

## Personal Skills
- Excellent communication skills, spoken and written
- Energy, flair, creativity and professionalism
- Ability to use own initiative and work under pressure
- Ability to succeed as part of a small team
- Ability to understand and articulate the aims and needs of the College
- Ability to work well with a variety of people, including Fellows, students, alumni and volunteers
- Excellent organisational skills and attention to detail
- Discretion and ability to handle confidential information
- Flexibility and willingness to adapt
FURTHER PARTICULARS & APPLICATION

Tenure and Probation
This is a permanent role and will be subject to satisfactory completion of a six month probationary period. Notice during the probationary period is 4 weeks, after which the notice period will be two months on either side.

Hours
Normal hours of work are 36.5 hours per week. The post will involve some travel as well as occasional late night and weekend work. Although overtime is not available, reasonable time off in lieu will be given.

Salary
The salary range for this position is £35,000 to £40,000, with a discretionary range to £42,000 for exceptional candidates (depending on skills and experience). The salary is reviewed annually in line with College pay grades.

Benefits
33 days' holiday (including Bank/public holidays), enrolment into a contribution Group Personal Pension scheme, free lunch on duty, car parking on site and use of College sports facilities (including the College gym).

Equality and Diversity
Fitzwilliam is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. The aim for our workforce is to be truly representative of all sections of society and for each employee to feel respected and able to give of their best.

Information if you have a disability
The College welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful to assist them during their employment.
Pre-employment checks

Right to Work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health Declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References
Offers of appointment will be subject to the receipt of satisfactory references.

Application Procedure
These further particulars and an application form are available to download from: www.fitz.cam.ac.uk/vacancies or by telephoning Susan Kay on 01223 761050.

For informal enquiries or further information, please contact Peter O'Connor, Fellow and Director of Development on 01223 332074.

Applicants should provide a completed application form and a covering letter, outlining your suitability and experience, which should reach Susan Kay, HR Officer, Fitzwilliam College, Cambridge CB3 0DG, e-mail hr@fitz.cam.ac.uk not later than 5pm on Friday 10 September 2021.

First and second round interviews are planned to take place w/c 13 September.