**Background Information**

**Newnham College and the Development Office**

1. Newnham College, established in 1871 for the education of women, has a student body of around 550 (undergraduates and graduates) and academic and ancillary staff numbering just over 100. Newnham is one of the University’s 31 colleges, is situated in central Cambridge, in beautiful grounds, only a few minutes from the city centre.
2. The Development Office is responsible for fundraising and maintaining good relations with the College’s alumnae. Newnham has an engaged alumnae community and is frequently one of the top Colleges for the number of alumnae who make a financial donation to it. Each year we consistently have one of the highest participation rates across Cambridge with over 20% of our alumnae donating.
3. Newnham College has just secured a TEDx Licence and will be holding this exciting event – the first TEDx ever held by a Cambridge College – on 17 February 2018.
4. The post is available because the current Events Officer is leaving to do an MA.

**Events at Newnham**

1. Newnham’s Events Programme lies at the heart of its strategy for development and alumnae relations. We do not see it as an optional extra to fundraising but a core activity, supported by the Principal and the Fellowship, which reaches out to our 8,000 alumnae to re-connect them both with Newnham and with each other.
2. *Once a Newnhamite, always a Newnhamite*, and our events remind our former students of this special fact and put them back in touch with the magic of Cambridge.
3. We are proud to have increased our regular lifetime giving by fifty percent over the last 10 years. Our strong events programme plays a crucial part in this. We enjoy welcoming our former students back to College.
4. Each year we hold 15-20 events in Newnham itself; these vary from two big reunion weekends with talks, concerts and tours, to weekends such as our Literary Archive Conference where leading authors speak, to big themed family days as well as stimulating lectures and relaxed garden parties in our lovely grounds.
5. We also co-ordinate approximately 10 smaller events in London and around the UK and we support alumnae groups in Hong Kong, the USA, Singapore and Australia.
6. Newnham was the first College to hold a May Ball for its alumnae; we have an engaged emerging young alumnae community; we excel at leading the way on innovative ideas for alumnae events.
7. In 2018 we will be celebrating the 100th Anniversary of our alumnae association, the Roll and have a big Open Day planned.
8. We are also starting to plan the opening ceremony for our new accommodation building on Sidgwick Avenue.