Newnham College
Job Description

Deputy Development Director

Department: Roll & Development Office
Reports to: Development Director
Line Manager to: Events Manager, Development Officer (Annual Fund), Database Officer, Development Assistant, Alumnae Relations Assistant

Purpose of the job:

The Deputy Development Director supports the Development Director in the management and running of the Development Office, in order to develop productive relationships with College alumnae and donors. S/he provides line management and leadership for the Development team, providing oversight of all aspects of gift processing, data management, prospect research, regular giving and the College’s alumnae relations programme (incorporating events and alumnae communications).

The Deputy Development Director has specific responsibility for the College’s donor stewardship and legacy fundraising programmes. S/he also undertakes face-to-face fundraising approaches and works with the Development Director to support and develop relationships with existing and potential major donors.

The Deputy Development Director is expected to lead by example, help foster team spirit within the office, assist in monitoring overall performance and suggest strategies for improvement, and attend events organised by the Development Office outside normal office hours. S/he will deputise for the Development Director when necessary.

Main duties and responsibilities

Development Team Line Management

- Line manage five members of staff (Events Manager, Development Officer (Annual Fund), Database Officer, Development Assistant and Alumnae Relations Assistant). Advise on priorities, carry out regular appraisals and ensure appropriate training and support is provided.
- Oversee gift processing, liaison with College Bursary and all aspects of financial reporting including the ‘Annual Development Questionnaire’ (as carried out by the Development Assistant and the Database Officer).
- Oversee data management and prospect research activities (as carried out by the Database Officer).
- Oversee Annual Fund and regular giving activities (as carried out by the Development Officer (Annual Fund)).
- Oversee the alumnae relations, events and communications programme (as delivered by the Events Manager) and its role in supporting fundraising initiatives.
Senior support for the Development Director

- Deputise for the Development Director at meetings and events as required.
- Assist the Development Director to set and achieve the Development Office’s strategic objectives and specific targets, including planning and delivery of the 150th anniversary programme of events and associated fundraising campaign.
- Support the Development Director to plan and monitor budgeting and office expenditure.
- Oversee and co-ordinate the Development Office’s data protection and permissions protocols.
- Assist in monitoring overall performance and suggesting strategies for improvement.

Fundraising

- Lead on the development and implementation of the College’s stewardship strategy including delivery of stewardship mechanisms for donors at all levels.
- Lead on the development and implementation of the College’s legacy fundraising strategy, including face-to-face visits and other events to secure new legacy pledges and strengthen relationships with existing legators.
- Cultivate personal and institutional relationships (including through face-to-face visits) to secure mid-level and major-gifts for the College’s priority projects.
- Develop and maintain prospect management systems and processes.
- Work closely with the Development Director in the design, execution and monitoring of fundraising initiatives and development policy across all fundraised income streams.

Other responsibilities

- Deal with enquiries from donors, prospects, other alumnae and well-wishers in an a welcoming, friendly and helpful manner, and ensure that their requests are acted upon speedily and efficiently.
- Produce a variety of written and data reports, including alumnae and prospect briefings.
- Liaise with representatives of alumnae volunteer groups, including the Roll Committee, Associates and Honorary Associates.
- Liaise with other departments across the College to enlist their support and co-operation in running a smooth and seamless operation.
- Liaise with Cambridge University Development and Alumni Relations Office (CUDAR), the Cambridge Colleges Development Group (CCDG) and Cambridge in America.
- Perform other duties, as required, to fulfil the Roll & Development Office’s responsibilities.

Person specification – Essential Requirements

- Educated to first degree level or equivalent.
- Extensive experience (5 years +) of working in a fundraising role.
- Experience of managing and / or supervising a team.
- Experience of planning and managing events.
- Understanding of the Collegiate University and a strong commitment to the College. desi
- Excellent interpersonal skills, a team player with the ability to communicate effectively and sensitively, mindful of the various constituencies including College staff and Fellows, students, alumnae and volunteers.
- Excellent knowledge and understanding of fundraising best practice including tax-efficient giving, gift aid and bequests, and a belief in the power of philanthropy to make a meaningful difference to the College.
- Excellent IT skills, including fundraising database management, maintenance and reporting (preferably Raiser’s Edge).
- Meticulous attention to detail and accuracy.
- Able to act independently and decisively when situations demand.
- A vibrant, self-motivated and ambitious person with a positive attitude, particularly during periods of high pressure.
- Excellent command of the English language, both written and oral, with commitment to a high standard of presentation.
- Able to demonstrate all round flexibility and be prepared to work outside of normal hours when necessary.