



PETERHOUSE
UNIVERSITY OF CAMBRIDGE



CANDIDATE INFORMATION PACK

DEVELOPMENT DIRECTOR

PETERHOUSE
UNIVERSITY OF CAMBRIDGE

MAY 2024

LETTER FROM THE MASTER



Thank you for your interest in the role of Development Director at Peterhouse.

The College is the oldest and smallest at Cambridge, founded in 1284, and its staff and students form a close-knit, diverse and friendly community. We value excellence in all that we do and we aim to provide an education which will sustain our students throughout their lives. This is reflected in our alumni community which is very engaged with College life and participates enthusiastically with our events and reunions.

This vacancy comes at an excellent moment for a new appointee to make an impact. In 2034, we will reach our 750th anniversary and celebrate 50 years since the admission of women to the College. The work done so far has built strong relationships with our alumni which will form the foundation of a new campaign over the next decade, leading up to these milestones. The incoming Director will lead and shape this campaign, aiming to cover our existing targets as well as setting new ones. They will also engage strongly with the University fundraising teams in Cambridge, the Far East and the USA in order to leverage opportunities beyond our own direct community. They will have the opportunity to propose additional resource for the Development Office, if needed, to support ambitious goals.

As Master, I will be fully engaged in the campaign, drawing on many years of experience of working with some of the largest donors to the University. The senior College Officers and the Fellowship are all strongly supportive, recognising the importance of external funding at this time. Priorities will include raising funds to endow Fellowships and studentships, providing support for students who would otherwise be unable to begin or continue their studies, enhancing our estate to ensure that our listed buildings are able to continue to deliver for our needs while meeting the challenge of climate change, and providing for the cultural and sporting life of the College where normal funding streams are not applicable.

We are seeking a person with commitment and drive to deliver, who can inspire our Development team, work closely with our Fellows, and enthuse our donors with the mission of the College. They will have considerable freedom to shape the campaign and a high degree of autonomy in its delivery. We welcome your application and I look forward to working closely with the successful candidate.

A handwritten signature in black ink that reads "Andy". The signature is written in a cursive, slightly slanted style.

Prof M.A.Parker
Master
Peterhouse
Cambridge CB2 1RD



INTRODUCTION

Amongst the 31 Colleges that make up the University of Cambridge, Peterhouse is truly unique. We are the oldest College, the smallest College and we foster an exceptionally supportive and close-knit community of Fellows, students, staff and alumni. Peterhouse is also a vibrant community, with many active clubs and societies, and a strong tradition of table fellowship. We are renowned for our friendly and welcoming atmosphere as well as being a college that achieves academically at the highest levels.

Founded in 1284, Peterhouse has remained a place where new ideas and successive generations of the brightest young people have evolved, grown, and taken wing. It has been and is somewhere that values the bold, the characterful and the committed above the commonplace, the familiar and the mundane. Rooted in continuity, Peterhouse is at the same time a centre of innovation across a spectrum of subjects from the most evidently practical to the most apparently esoteric. Throughout its history, Petreans have been at the heart of the political, social and religious controversies that have shaped society. We are a college that is welcoming, forward-thinking, and inclusive.

Peterhouse has a diverse student body - the only thing all our students have in common is their commitment and ability for their subject and the drive to work hard. Our students are drawn from a diverse range of educational, cultural and social backgrounds; around two-thirds of the College's Home undergraduates come from state schools. We are committed to offering the widest possible access to Cambridge based on academic ability, achievement and the potential to achieve.

Our aim is to inspire students to achieve their full academic potential at both undergraduate and graduate level.



The College has about 300 undergraduates and 180 graduates in total. There are 37 Fellows supported by around 160 members of staff, many of whom are long-serving, reflecting the positive culture and supportive work environment of the College. There are over 7,000 living alumni with whom the College has very strong and warm relationships.

Located in the heart of Cambridge city centre, close to many University faculties and departments, Peterhouse communal life is centred on the 13th century Hall, the 17th century Chapel; and the Libraries, which have built on the benefactions of Andrew Perne in the sixteenth century and of Adolphus Ward in the early twentieth.

For further information about the College, please visit www.pet.cam.ac.uk and for a tour of the College, you can visit Peterhouse from the Air - [Henry Ley, A Prayer of King Henry VI \(youtube.com\)](https://www.youtube.com/watch?v=HenryLey)



DEVELOPMENT AT PETERHOUSE

Our Development Office was established in 2000, and since then numerous projects have been undertaken including new accommodation, restoring the Hall and Combination Room, the refurbishment of the chapel, including the organ, and, in 2015, work was completed on the Whittle Building, which was officially opened by HM King Charles. In addition, the College raises money for student support to ensure that no student is prevented from undertaking further study for financial reasons.

The College's Development Office is responsible for all development and alumni relations activity at Peterhouse, along with associated support activity such as the maintenance of the development database and the alumni website. In addition to the Development Director, there are currently four team members. They provide support in areas such as the regular giving programme (which includes an annual telephone campaign and direct mailing), a programme of events, prospect research, gift and database administration, publications, and communications.

We have extremely strong relationships with our alumni and there are over 7,000 addressable alumni held on Raisers Edge. On average, the College raises £1m per annum from the telephone campaign, individual gifts, and legacies. The programme has considerable potential, and the College is committed to supporting its growth.

We now seek a Development Director who will lead the fundraising for the College. In 2034, the College will celebrate its 750th anniversary and the same year will mark 50 years since the admission of women. Together, these anniversaries



represent powerful touchpoints for the College's fundraising goals. The next Development Director will have the exciting opportunity to develop and shape the College's fundraising strategy, creating comprehensive engagement and fundraising opportunities. Working closely with the Master, Professor Andy Parker (who took office in 2023), the Development Director will ensure Peterhouse meets its fundraising potential.

This is an opportunity for a talented major gifts fundraiser who is motivated by the opportunity to have a formative impact on the College's fundraising, recognising that success in this role will be transformational not only for the College but also for their own career. You will play a pivotal role in enabling Peterhouse to attract philanthropic funding and engage powerfully with its alumni and non-alumni globally.



JOB DESCRIPTION – DEVELOPMENT DIRECTOR

PURPOSE OF THE JOB

The Development Director has overall responsibility for delivering the College’s development programme. Working closely with the Master, the Development Committee and senior College officers, the Development Director is responsible for developing and implementing the College’s development and alumni relations strategy, combining fundraising, alumni relations, and communications activities into a cohesive approach designed to advance the College’s long-term development goals.

The Development Director is personally responsible for cultivating and raising major gifts for the College through face-to-face solicitations, and for stewarding existing major donors through meetings and regular communication.

The Development Director will be elected to a College Fellowship and, as such, become a Trustee of the College and a member of its Governing Body. The Governing Body meets every other week in term to oversee the business of the College. The Development Director will be expected to play an active role in these meetings and be prepared to present and explain fundraising and alumni relations initiatives to the College Fellowship.





JOB DESCRIPTION – DEVELOPMENT DIRECTOR

Department:	Development Office
Reports to:	The Master
Key Relationships:	The Master, Senior Bursar, Senior Tutor, Fellows, Finance Manager, Communications team

Key Duties and Responsibilities:

Strategy and Fundraising

- Set the College's Development and Alumni Relations strategy in consultation with the Development Committee, Master, Senior Bursar and Governing Body.
- Develop and maintain a compelling narrative for potential donors including, in due course, narrative for a new campaign. This needs to be based on the agreed Development strategy and funding priorities in close collaboration with the Master, Senior Bursar and Communications Officer.
- Working closely with the Master, develop and cultivate strong relationships with the College's existing and potential major donors in the UK and overseas.
- Solicit and secure major philanthropic gifts from individuals, trusts and foundations, and corporates as appropriate to meet the College's prioritised funding needs.
- Personally manage 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 Master and/or other Fellows in leading on relationships where more appropriate.
- Work to agreed metrics and KPIs as agreed with the Master.
- Develop and oversee implementation of effective stewardship plans so that major donors are fully aware of the impact of their gifts and feel motivated to make further significant gifts to the College.
- Work with existing donors and senior volunteers to explore and cultivate introductions made to broaden the philanthropic network of the College on a global scale.
- Oversee research on the potential for major gifts from alumni and all fundraising approaches to alumni, individuals, and organisation for short term and long-term support.
- Scope potential for increased fundraising from non-alumni donors, trusts, foundations and companies and ensure appropriate cultivation and stewardship of all donors to the College.
- Manage fundraising in line with regulatory requirements and with a strong commitment to always maintaining the College's reputation.
- Oversee the delivery of the College's Development-related communications, including via the website, social media and other channels as appropriate.



JOB DESCRIPTION – DEVELOPMENT DIRECTOR

Financial

- Agree fundraising targets and the annual 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, GDPR and the Code of Fundraising Practice.
- Liaise with the Senior Bursar and Finance Manager to ensure that the flow of financial information to and from the Development Office is aligned with the College's central accounts, including its fund accounting. In particular, the Development Director should be responsible for the accurate maintenance of financial information in relation to restricted Development funds, including any initiative to streamline the existing structure.
- Provide regular performance and fundraising reports for the Development Committee (at least once per term), Governing Body (at least annually) and other bodies as necessary.

Alumni Relations

- Oversee and be accountable for all aspects of alumni relations, including delivering regular communications (including the Peterhouse Newsletter, and a development report for the Peterhouse Annual Record), supporting the network of alumni groups (including the Peterhouse Society and Friends of Peterhouse), and developing ways for alumni to engage actively with College life.
- Oversee the delivery of Development and alumni events and oversee some College events with a strong Development angle including certain Feasts.
- Provide timely and up-to-date briefings for the Master and Fellows who are meeting alumni at College events and outside visits.
- Ensure that engagement extends to as many alumni constituencies as possible, including those who are based abroad.
- 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.

Other

- Lead and motivate the Development team to achieve high standards of professionalism.
- Work with non-fundraising-specialist Fellows and Senior College Officers (including the Master and Senior Bursar) and encourage them to contribute actively to the development process by leading on relationships with current and potential donors where most effective and appropriate.
- Represent the College and build constructive relationships with the Cambridge University Development and Alumni Relations Office, Cambridge in America, and other colleges' Development Offices.
- Participate in intercollegiate initiatives such as the Cambridge Colleges' Development Group.
- Maintain an understanding of international trends in educational fundraising and alumni relations to ensure best practice.



JOB DESCRIPTION – DEVELOPMENT DIRECTOR

- Educated to degree level or equivalent career experience.
- Proven track record in major gifts fundraising, ideally in the higher education or not-for-profit sectors.
- A track record of building high quality and effective relationships at senior levels with a wide range of individuals.
- Able to develop and implement effective strategic plans and deliver them operationally.
- Strongly sympathetic with the core aims and purposes of the College.
- Excellent judgement, a strategic thinker, and an ability to work effectively in a highly Collegiate environment using persuasion and influence.
- An ability to deliver results and meet agreed targets and deadlines.
- Outstanding communication skills, both written and verbal. An ability to write reports and produce engaging and effective content for alumni relations.
- An ability to manage and bring out the best in a team of staff.
- Outstanding social and interpersonal skills with the ability to gain the confidence of individuals from a broad range of backgrounds.
- Able to demonstrate all round flexibility and be prepared to work unsocial hours, including evenings and weekends as required.
- A willingness to do some national and occasional international travel.





JOB DESCRIPTION – DEVELOPMENT DIRECTOR

TERMS AND CONDITIONS

Salary

£80,000 – £90,000 per annum, dependent on experience.

Term

This is a permanent post subject to a six month probationary period.

Pension

The post-holder will be enrolled into the USS (Universities Superannuation Scheme).

Holidays

30 days' annual paid leave plus 8 public holidays per annum.

Other Benefits

The post-holder will, as a Governing Body Fellow, be entitled to dining rights at Peterhouse, including one free meal per day and will participate in a range of special events and Feasts.

The post-holder is also, as a Governing Body Fellow, entitled to free accommodation in College, if required and subject to availability.

Car parking in College, subject to availability. Cycle to work scheme. Access to preferred places at local Nursery. Local discounts via the University.

Working Arrangements

The post-holder's main place of work will be at Peterhouse but there will be some national and occasional international travel required which may involve some nights away from home.

A degree of flexibility around working hours is expected and this will include some evenings and weekends.

Equal Opportunities & Diversity Statement

Peterhouse is committed to the principle of equality of opportunity and does not discriminate on the grounds of gender, sexual orientation, race, colour, nationality, ethnic or national origin, gender reassignment, age, marital or civil partner status, religion or belief, or disability. It recognises the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences.

Application Details

Please apply by submitting a copy of your Curriculum Vitae (CV) and a Covering Letter highlighting your suitability for the position, by midnight on 23rd June by email to the HR Manager at hr@pet.cam.ac.uk

For an informal conversation prior to applying to this role, please email DARTalentManagement@admin.cam.ac.uk

Initial interviews will be held the week commencing 15th July. It is anticipated that final interviews will be held at Peterhouse week commencing 22nd July.



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