FROM THE DEVELOPMENT DIRECTOR

Thank you for your interest in Wolfson College. Here at Wolfson, we are proud of our friendly and diverse community. We have exciting plans for a physical transformation of our campus, and for increasing the support that we currently receive from our worldwide alumni network.

Since joining Wolfson in July last year, I have been impressed by the enthusiastic welcome that is afforded to new staff, students and visitors to our beautiful college. The role of Development Research Officer will be critical in enabling us to fulfil our ambitious goals and contribute to our vision for the future of Wolfson.

This is a great opportunity for an enthusiastic and motivated person who has experience of prospect research, and wants to be part of a successful and ambitious team. Our database of over 12,000 alumni from over 100 countries is largely unrated, and will provide the basis of our fundraising for student support and capital gifts in the coming years. We are interested in hearing from applicants from the wider charity sector as well as higher education fundraisers. If you would like to discuss the role in more detail please contact me at: director-development@wolfson.cam.ac.uk.

Simon Crookall Development Director
THE COLLEGE

Wolfson College is one of the 31 Colleges in the University of Cambridge. Founded by the University as University College in 1965, the College became Wolfson College in 1973 following a benefaction from the Wolfson Foundation. The College was the first in Cambridge to have both male and female students and male and female Fellows. The College occupies a single attractive site in the Newnham area of the city, situated between the growth areas of the University in West Cambridge, North-West Cambridge and the Biomedical Campus at Addenbrooke’s Hospital, while being a short walk from the University Library and the Sidgwick site, home to most of the Humanities and Social Sciences faculties. This puts Wolfson College at the heart of one of the world’s leading universities.

Wolfson College is frequently described as ‘egalitarian’ and ‘international’. There is a non-hierarchical culture in the College, e.g. there is no separate dining for Fellows at a ‘high table’ and no difference in status between students, staff and Fellows. The College is often praised for its friendly, informal and approachable atmosphere, which begins with “the friendliest Porters’ Lodge in Cambridge” and carries through the entire organisation. Over 90 nationalities are represented within the current student body (with over 150 nationalities among the alumni worldwide). Wolfson has one of the largest cohorts of US alumni, and a wide network of contacts across the world.

The College is one of the larger Colleges in terms of student numbers, with over 900 students, made up of around 200 mature undergraduates (aged 21 or above), 440 full-time postgraduates studying for a one year Master’s degree or PhD, and 280 part-time postgraduates studying for a Master’s degree over two years. All academic disciplines are reflected in the student body and in the Fellowship, with particular strengths in Law, English, Computer Science and the Life Sciences. A number of “research hubs” have been set up to encourage interdisciplinary activities in Global Health, Gender, and Sustainability, which are of interest to Fellows and students. The College provides academic and pastoral support tailored to the distinctive needs of postgraduate and mature undergraduate students, not all of whom have followed standard paths to University education. The College is able to offer accommodation on site to its full-time students for up to three years. This helps to create a strong sense of community in the College.

As well as the student body, there are 120 Fellows, who form the Governing Body of the College. The College Council comprises ten Fellows elected by the Governing Body, together with the President, Vice-President, Bursar, Senior Tutor, Development Director and Director of College Networks and three officers of the Wolfson College Students Association (WCSA). The members of the College Council are the Charity Trustees of the College, which is a registered charity. The Council is responsible to the Governing Body for the operational running of the College. Professor Jane Clarke FRS, FMedSci has been President of Wolfson since 2017. The President, who holds office for seven years, is head of the College, chairs the Governing Body and represents the College within the University and externally.

Further information about the College is available from www.wolfson.cam.ac.uk
THE ROLE

Reporting to the Development Director, this post has a key role in the Development Office, managing relationships with major donors and working closely with the rest of the team. The Development Research Officer will contribute to the departmental strategy and goals, as well as assisting with donor stewardship and reporting. You will also play a key role in representing the Office to internal and external stakeholders.

Wolfson has more than 12,000 alumni and other contacts, and over 1000 active donors. More than half of our alumni are outside of the UK and there is a large untapped pool of potential committed givers and major donors. We have the second largest number of alumni in the USA of all Cambridge Colleges. The Development Research Officer will focus on building and maintaining relationships with medium to high level donors and will work with the Director and other members of the Development Team, as well as with the Cambridge University Development & Alumni Relations office (CUDAR).
Key duties and responsibilities

Prospect Research and Management - 50%

Produce insightful, high-quality research on current and prospective donors using financial, biographical, corporate, and philanthropic information from a wide variety of trusted sources and in line with GDPR. Complete research requests within specified timeframe and tailor findings for variety of purposes and audiences.

Develop and maintain a prospect pipeline, providing the Development Director and Deputy Development Director with the required number and level of prospects to meet the College’s objectives and financial targets, using a number of different tools, including queries of the Raiser’s Edge database.

Track activity between fundraisers and prospects and assist where required.

Develop, review, and regularly monitor prospecting strategy in line with the changing internal and external environments ensuring the team focuses on the best prospecting opportunities and high level five-eight figure leads with high propensity and affinity.

Carry out due diligence on donors and prospects to ensure donations are accepted in accordance with Wolfson College’s policies and ethos. Feed into the review of the processes and policies, where relevant.

Liaise with Cambridge University Development and Alumni Relations Office and Cambridge in America concerning joint prospects where necessary.

Coordinate and manage research subscriptions and tools, acting as the main point of contact for external suppliers.

Keep an up-to-date knowledge on best prospect research practices and trends.

Pro-actively look for, identify, and develop new prospecting avenues.

Stewardship - 20%

Plan and manage a programme of regular communications with donors. This stewardship will strengthen donors’ connection with Wolfson and deliver more opportunities to support throughout the year, helping to improve the culture of philanthropy.

Write bespoke annual donor reports for major donors as well as other high-quality stewardship materials.

Working with the Communications team, help to keep Development and the College’s need for philanthropic support present in wider communications in a strategic way. Celebrate our fundraising successes and recognise our supporters.

Fundraising - 20%

Lead the planning and implementation of annual direct mail and digital fundraising mass appeals to Wolfson alumni and friends, fundraising for regular gifts and donations.

Liaise with Cambridge in America to fundraise from the USA through mass appeals.

Other - 10%

Support the Director and Deputy Director with the writing of bids and proposals to major individual prospects, trusts and foundations, and corporate prospects.

Work with the Database Manager to update and enhance the data on Raiser’s Edge including, but not exclusively, entering new contact and other details, contacting alumni to check information.
PERSON SPECIFICATION

ESSENTIAL

- Educated to degree level or equivalent
- Direct experience or experience transferrable to investigative research into personal and company information using publicly available sources. This context could be journalism, forensic accounting, philanthropic prospect research, or similar
- Direct experience or experience transferrable to developing and writing proposals and cases for support in a philanthropic context
- Strong commercial awareness across a variety of sectors and a commitment to ongoing development of this knowledge
- Knowledge of CRM databases
- Reports, queries, and data segmentation
- Planning, management, and delivery of projects and programmes to deadlines
- Numerate and literate with outstanding attention to detail
- Ability to write to persuade and tailor presentation of information to different audiences and contexts
- Well organised and strong administrative track record
- Data protection awareness and good practice and how it relates to different roles within a team
- Strong team-player and with an ability to work independently and with manager

DESERABLE

- Prospect Research in a philanthropic context
- Prospect management or sales pipeline systems
- Due diligence for individuals and companies
- Digital Marketing and Fundraising
- Experience of development or fundraising in an educational institution
- Knowledge of collegiate Cambridge
- Experience of Raiser’s Edge
- Financial literacy and administration
- Understanding of company accounts and structures
- Using print layout, email marketing, social media, and other communications tools
- Interest in/commitment to the higher education sector

Personal Attributes

- Professional and well presented with a mature attitude
- Flexible, creative, resourceful and self-motivated
- Ability to balance competing priorities under pressure without compromising work quality
- Ability to maintain confidentiality at all times, show initiative and exercise sound judgement
- Ability to attend occasional events out of hours and at weekends
TERMS AND CONDITIONS OF EMPLOYMENT

SALARY
£32,000 to £37,000 per annum according to experience.

BENEFITS
Membership of the NOW pension scheme (www.nowpensions.com), with employer contributions of up to 13%
Death-in-service benefit of two times salary
Generous sick and parental pay schemes
Membership of a healthcare cash plan
Free staff lunch when the College kitchens are open
Free parking
Use of the College Gym and Library
Personal training and development programme
Wolfson operates an agile working policy

WORKING HOURS
37.5 hours per week but part time considered.
The nature of this job requires a flexible approach to work.
There will also be the need for attendance at events during evenings and weekends, and outside of Cambridge, for which time off in lieu will be given.

HOLIDAYS
25 days’ holiday per year plus public holidays.
Of the 25 days’ holiday, the College schedules 3-4 days in December for all staff when the department is closed.
Attendance may be required on public holidays which occur in Full Term, such as the May public holidays, for which alternative days’ holiday are given.

CONDITIONS
The appointment will be subject to evidence of the right to work in the UK, satisfactory references and an initial six-month probationary period. Following the successful completion of the probationary period, the period of notice would be two months.
The College actively supports equality, diversity and inclusion and encourages applications from all sections of society.
The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy.
HOW TO APPLY

Please send a covering letter, application form and CV setting out your suitability for this post, to arrive by 12 noon on Monday 31 July 2023 to:

Mrs Sally Cullen (ref. Development Research Officer)
HR Manager
Wolfson College
Barton Road
Cambridge CB3 9BB

or by email to: jobs@wolfson.cam.ac.uk

Interviews will be held during the week beginning Monday 21 August 2023.