Summary information

The Development & Alumni Relations Office, Wolfson College, Cambridge, is appointing the permanent post of Development & Alumni Relations Administrator to join a small team that leads the College’s fundraising efforts.

This is an exciting time to join Wolfson’s new Development Director to form a department of Development Director, Deputy Development Director, Development & Alumni Relations Officer and Development & Alumni Relations Administrator. Professor Jane Clarke has just begun her seven-year term as President of the College and a recent fundraising Campaign raised over £7M in cash and future pledges. The College is looking forward to developing significant new initiatives and of primary importance is fundraising for bursaries, grants and improving student facilities.

The Development & Alumni Relations Office was set up nine years ago. This post will play an instrumental part in helping to develop alumni and supporter relations, income growth and the supporting functions of the office. The 2016 Cambridge Alumni Survey identified that alumni who feel part of the Cambridge and College community are most likely to be active volunteers and supporters through goodwill, positive word of mouth and financial contributions.

Wolfson, founded in 1965, is a friendly and diverse College that benefits enormously from around 11,500 contactable alumni. It began as a College for postgraduate students and attracts a large number of international students. It also accommodates mature undergraduates who are following less traditional routes into higher education and often come from less advantaged backgrounds [both from the UK and overseas]. Cambridge attracts the best and brightest students from around the world who come to Cambridge for the quality of its teaching, research and student experience, and the global community within which it operates.

The post is an ideal opportunity for a fundraising professional who wants to build on or consolidate their experience in a university environment.

Development & Alumni Relations Administrator – starting salary range £20,130 - £25,124