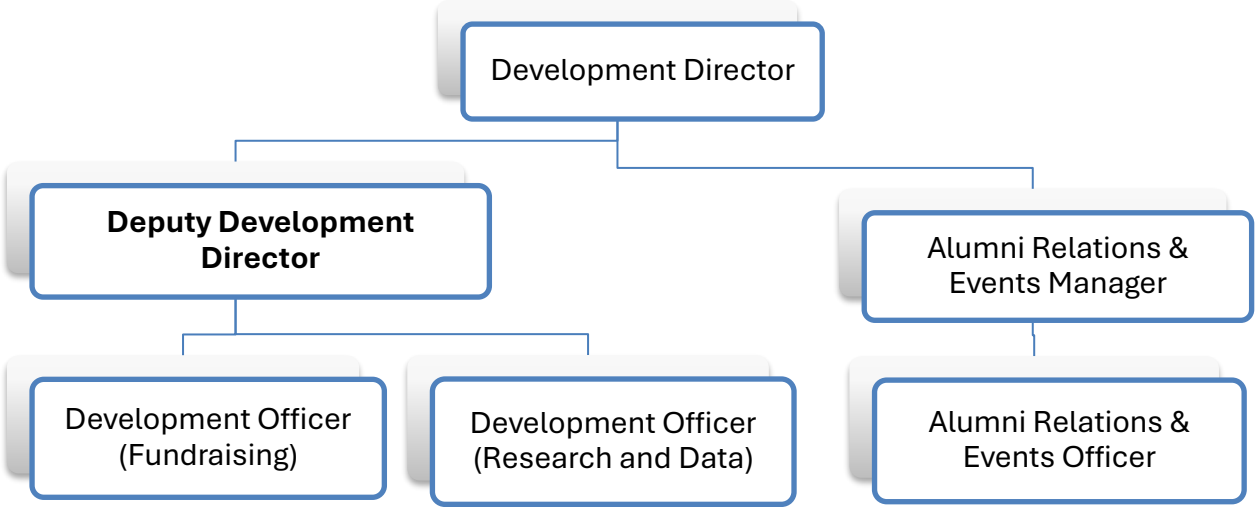


Job Description

Job Title: Deputy Development Director	Post holder:
<p>Reporting To: Development Director</p>  <pre> graph TD DD[Development Director] --> DDD[Deputy Development Director] DD --> AREM[Alumni Relations & Events Manager] DDD --> DOF[Development Officer (Fundraising)] DDD --> DOR[Development Officer (Research and Data)] AREM --> ARO[Alumni Relations & Events Officer] </pre>	
<p>Main Purpose of Role/Overview:</p> <p>The Deputy Development Director has overall responsibility for planning and implementing the College’s major gift and legacy fundraising strategies. They will also manage a portfolio of 150+ prospects, and will oversee the College’s Alumni giving programme, managed by the Development Officer (Fundraising).</p> <p>The post will be the “number 2” in a friendly, dynamic and hardworking office, deputising for the Development Director when appropriate, and will play an important part in ensuring the Development Office works effectively. The Deputy Development Director will take an active role in the HR and operational activities of the Development Office, ensuring key systems and best practice are in place to make sure the office can function effectively to support the mission, aims and objectives of the College and its strategic plan.</p>	
Main Responsibilities & Duties:	Standards of Performance/Results:
<p>Manage a portfolio of mid-level giving prospects, conducting prospect research and discovery calls, cultivating relationships, soliciting gifts and ensuring donors enjoy a high-quality stewardship experience.</p>	<p>Ensure acquisition and retention of donors in line with agreed targets. Conduct face to face visits every fortnight, on average.</p>
<p>In collaboration with the Development Officer, develop and implement the College’s alumni giving strategy and manage the College’s legacy fundraising strategy:</p> <ul style="list-style-type: none"> Oversee the running of giving days/weeks (managed by the Development Officer) and other innovative or one-off, lower level giving initiatives to inspire a culture of giving at Lucy Cavendish, especially among the younger alumni. Manage the ongoing legacy fundraising campaign including stewardship of the Anna Bidder Society. 	<p>Produce a five-year strategy and implementation plan for the College’s annual fund and legacy programmes, to be reviewed and updated annually.</p>
<p>Manage the College’s Stewardship Programme, with support from the Development Officers.</p>	<p>Ensure supporters enjoy an exceptional donor experience, conducive to future giving.</p>
<p>Produce the annual supporter Impact Report publication.</p>	<p>Publication of a high quality report to be circulated amongst all College supporters.</p>

Oversee Development Office operations with respect to HR (inducting and training new colleagues) and managing key systems such as the Raiser's Edge database.	Ensuring the team is able to conduct its activity proficiently using the package of Development tools available
Utilise the programme of high quality College events for prospect management purposes.	Increase engagement and giving in line with agreed targets
Line manage the Development Officer (Research & Data) and Development Officer (Fundraising).	Allocate tasks and monitor progress; supervising, motivating, and training.
Oversee completion of the College's Annual Development Questionnaire (led by Development Officer (Research & Data)).	Submit the ADQ on time.
Contribute to the College's online and print publications as required.	Produce written work of a high standard that promotes the work of the College.
Alongside Development Office colleagues represent the College at the Lucy Cavendish College Alumni Association Committee, contributing to a written report.	Provide termly reports to the AA Committee.
Remain abreast of all new developments in alumni relations and legacy fundraising, including legislative and fiscal changes affecting practice, to ensure that Lucy Cavendish remains at the forefront of professional practice. This will include attending training events and conferences in Cambridge and further afield as budget and time allows, updating the Development team and implementing any changes required.	Review on an annual basis.
The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.	
Scope/size of role (budgets, people, etc): Management of project budgets, and contribution to overall budget planning for the Development Office. Line management of the Development Officers. Coordination of volunteers when necessary.	
Significant internal/external relationships: Internally: Regular liaison with the President's Office, Finance Office, Operations and Estates Department, Student Office. Externally: University of Cambridge Development Office and Alumni Relations Office, Development Offices within the other Colleges and via the Cambridge Colleges Development Group, Lucy Cavendish College alumni, donors and prospects and friends of the College, suppliers.	
Objectives (as per PDR) or key milestones for first 12 months in post:	
Target/Objective:	Time duration:
Date prepared:	Agreed by Manager:
By whom:	Agreed by post holder:

**Person Specification
Development Officer**

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Experience in fundraising • Experience of building productive relationships with individuals and volunteers • Experience in running complex events for large groups of people • Successful track record of making successful direct solicitations for five figure+ gifts from individuals • Professional experience in identifying high net worth individuals and maintaining strong relationships with them • Experience of a systematic approach to fundraising and demonstrated ability to meet income and activity targets • Understanding of Gift Aid and other tax-effective giving mechanisms in the UK and internationally 	<ul style="list-style-type: none"> • Experience of working in an HE environment, particularly collegiate Cambridge/Oxford • Experience of running a telephone fundraising campaign or other regular giving programme • Experience of face to face fundraising, particularly in a legacy marketing context
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal, to deliver fundraising ideas and project updates to a range of audiences in a clear, confident and inspiring way • Good all-round IT skills, with particular experience of relational databases • Knowledge of fundraising best practice 	<ul style="list-style-type: none"> • Raiser's Edge experience would be an advantage • Ability to understand and explain tax-efficient gifts, including bequests and other estate planning vehicles.
Personal attributes	<ul style="list-style-type: none"> • Empathy with the aims, goals and values of the Oxbridge collegiate system, and a commitment to support the delivery of these • Target driven • Able to work calmly under pressure, to manage several projects at any one time, to prioritise work and meet tight deadlines. • Strong organizational skills and a high level of attention to detail. • Able to understand and articulate the aims and needs of the College • Well organised, conscientious, and able to work on own initiative • Positive and sociable outlook, with a confident personal manner and the ability to put others at ease. Ability to use discretion and handle confidential information • Flexible attitude to work (the post requires out-of-hours working and travel) 	
Team and management skills	<ul style="list-style-type: none"> • Ability to work productively and flexibly as part of a small team • Experience of working with senior level executives 	