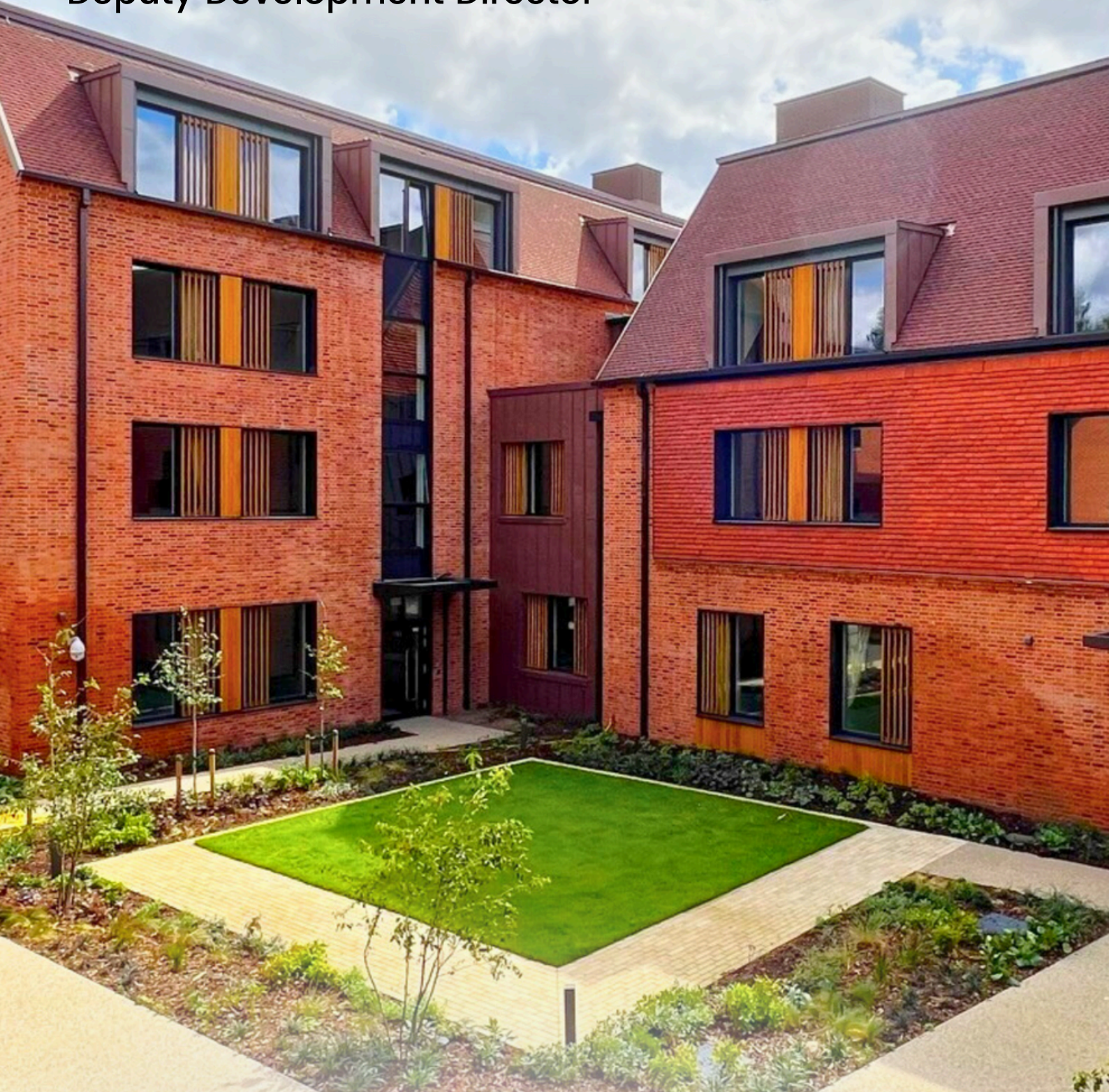




Lucy Cavendish College
University of Cambridge

Candidate Pack

Deputy Development Director





INTRODUCTION

Lucy Cavendish College is a trailblazer in Cambridge University. From our founding 60 years ago, we have opened the Cambridge door to exceptional students from under-represented and historically excluded backgrounds. And not only admitted these students but made sure that they thrive at Cambridge, fulfilling their academic potential and developing their personal and professional skills. Always outward-facing, and the most diverse of all the colleges at Cambridge, Lucy Cavendish looks for students who have an enterprising mindset and who are determined to make a positive contribution to society.

We take risks on unconventional applicants who, because of their background and not in spite of it, have the experiences to challenge taken-for-granted assumptions, to contribute new ways of thinking to complex problems, and to ensure that innovative solutions are likely to succeed. At senior level the College is committed to addressing the United Nations Sustainable Development Goals; our researchers are working in an interdisciplinary way on several aspects of the 'grand challenges' confronting humankind and our planet. We therefore particularly welcome Masters and Doctoral students who are taking courses or undertaking research relevant to the United Nations Sustainable Development Goals - and the Future Global Leaders Programme is designed as a unique set of learning experiences that directly and expressly supports them in their commitment.

Our international students, who make up the majority of our postgraduates, come from 80+ countries and, through successful fund-raising for scholarships, we are increasing the number with leadership potential from Less Developed Countries or from low-income/under-represented backgrounds in more developed countries. The majority of our graduate students are studying for a Masters degree and while some go on to PhDs and academic careers, the majority graduate into employment. Over the last ten years, 50% of our alumni have gained leadership positions in organisations of all kinds that are addressing those UN Sustainable Development Goals.

So if this kind of environment speaks to your values, and if our mission excites you, please read on! Our students are amazing; our staff are committed and very loyal. Together we seek to build a welcoming, friendly culture which is supportive of all, develops talent, and brings out the best in each of us.



Prof. Dame Madeleine Atkins
President of Lucy Cavendish College



Job Summary

Deputy Development Director

Posted:	8 October 2024	Closing date:	9am, Monday 4 November 2024
Salary:	Circa £50k	Job Type:	Permanent
Hours:	Full time, 37.5 hours per week (with occasional out-of-hours and travel commitments)	Interview Date:	Wednesday 13 November 2024

Lucy Cavendish College is a trailblazer at the University of Cambridge, dedicated to welcoming exceptional students from historically excluded and under-represented backgrounds. We don't just open the doors to Cambridge; we ensure our students thrive, contributing their unique perspectives to tackle the grand challenges of our time. With a mission to foster enterprising mindsets, we prepare students to make a positive contribution to society. Our vibrant, diverse, and inclusive environment is what makes us stand out.

We are seeking an experienced and motivated fundraiser to take on the role of Deputy Development Director to drive forward our major gift and legacy fundraising strategies. If you're inspired by our mission and passionate about helping talented students from all backgrounds succeed, this could be the perfect role for you.

Key Responsibilities:

- **Fundraising Leadership:** Manage a portfolio of 150+ prospects, with a focus on cultivating mid-level giving, building relationships, and ensuring exceptional donor stewardship.
- **Alumni and Legacy Giving:** Collaborate with the Development Officer on alumni giving and legacy fundraising strategies, including managing initiatives such as the Anna Bidder Society.
- **Strategic Planning:** Develop and implement a five-year strategy for the College's annual fund and legacy programmes.
- **Team Leadership:** Line manage the Development Officers, offering guidance, motivation, and support to meet key objectives.
- **Donor Engagement:** Ensure a high-quality donor experience through impactful stewardship, including producing the College's annual Impact Report.
- **Operational Excellence:** Oversee HR functions and manage key systems within the Development Office, such as the Raiser's Edge database.

About You:

We are looking for a proactive and organised individual who can work independently and as part of a small, dedicated team. The ideal candidate will have:

- A degree or equivalent experience.
- Proven experience in fundraising, ideally within a higher education setting.
- Excellent relationship-building skills, with experience working with donors, volunteers, or other stakeholders.
- Exceptional communication skills, capable of conveying fundraising ideas and updates to a variety of audiences.
- Strong IT skills, particularly in managing relational databases (experience with Raiser's Edge is an advantage).
- A flexible approach to working hours and travel, and a genuine alignment with the College's mission of diversity and inclusion.

Why Join Us?

At Lucy Cavendish College, we are proud of our commitment to diversity and inclusion, ensuring that 90+% of our UK undergraduates come from state schools and a significant proportion from low-income or under-represented backgrounds. Our international students come from over 80 countries, with a growing number supported by our fundraising efforts to study from less developed or under-represented regions.

You'll have the chance to shape the future of fundraising in this unique College, supporting our students who defy convention and exceed expectations. You will work closely with senior leadership, dedicated colleagues, and an engaged alumni community to make a real difference in the lives of our students.

For an informal discussion about the role, please contact Jo Ryan, the Development Director on development.director@lucy.cam.ac.uk.

For more information, please see the accompanying job description and person specification available to view on our [website](#).



Hear from our staff



The recruitment process for Lucy Cavendish was thorough, organised and very informative. They kept in contact with me at every stage and were more than happy to answer all of my questions, making the transition completely stress-free. Once I started in my role, I found it very easy to become part of the team and to get to know everyone else working at the college. What really sets Lucy apart is how keen everyone is to help others, even across teams and departments.

Danny,
IT Technician



Applying for a new role, when I had been with the same organisation for over 20 years was a huge step outside my comfort zone. I wasn't even sure that I would have the courage to leave my old place of work even if I was lucky enough to be chosen. However, when I started my application, I found the HR team at Lucy were so helpful and encouraging, making it feel much easier. The interview process really highlighted what an amazing community Lucy Cavendish College is, so I was unbelievably excited to be offered a post. Settling into a new role was much smoother than I anticipated, mainly due to having great people around me who are always willing to explain anything I don't fully understand. At every stage I have been made to feel welcome. It's clear that every staff member is valued for the contribution they make to the shared goal. It really is a great place to work.

Sara,
Specific Learning Difficulties Practitioner



The hiring process from start to finish was smooth and easy. I was delighted when I was invited for an interview, which I thoroughly enjoyed due to the friendly panel members. I was over the moon when I was offered the job and I can honestly say, this is a great place to work at. Everyone was so welcoming and straight away I felt I belonged. I am supported by my team, and I feel great about the future here.

Szilvia,
Operations Administrator





Hear from our students



Lucy Cavendish is a very friendly, welcoming environment. The support is amazing, especially during times you need it the most. Everyone at the College wants the best for those who are here, and will do anything they can to help make your time here run as smoothly as possible.

Kiera,
History



Even after just one term at Lucy Cavendish, I have thoroughly enjoyed my studies and have benefited enormously from the vast range of support available within the college and wider university.

Roman,
Modern and Medieval Languages



The welcoming community including the friendly porters and 'Lucians' make our College incredibly unique. Our College supports each of its students to make the most of every opportunity, making Cambridge a memorable experience. Lucy has become my home away from home.

Preksha,
Psychological and Behavioural Sciences





Benefits

At Lucy Cavendish College we provide a range of benefits to our Staff including:

- 36 days holiday
- Free meals on shift
- Pension scheme (the successful applicant will be able to continue within USS if already enrolled)
- Free car parking (when available)
- Life assurance x3 salary
- A health cash back scheme
- Cycle to work scheme
- Wellbeing programme including free yoga and bootcamp sessions

Application Process

To apply, please visit our application website [here](#).

Closing date for applications is **9am, Monday 4 November 2024**.

Interviews will be held on **Wednesday 13 November 2024**.

Please ensure your application demonstrates how you meet the essential requirements of the Person Specification for the role.



“ Feel free to send us an email if you have any questions ”

Alison
Head of HR
recruitment@lucy.cam.ac.uk



Paris
HR Assistant
recruitment@lucy.cam.ac.uk