



# Murray Edwards College

University of Cambridge

## Job Description

<b>Job title:</b>	Head of Philanthropy
<b>Department:</b>	Development
<b>Location:</b>	Murray Edwards College, University of Cambridge with some travel in the UK and internationally. Hybrid working is available for this role, requests are made according to our Hybrid Working Policy.
<b>Purpose of role:</b>	The managing of major gift prospect activity and raise funds to support the strategic objectives of the College.
<b>Line manager:</b>	Director of Development
<b>Line manages:</b>	Philanthropy Officer
<b>Salary Band:</b>	2
<b>Hours:</b>	Full-time, 37.5 hours per week
<b>DBS check required?</b>	No

## Overview of the role

Working closely with the Director of Development, President and wider Fellowship, the Head of Philanthropy will manage major gift prospect activity with a view to raising significant sums to support the strategic objectives of the College.

The Head of Philanthropy will manage and develop a portfolio of relationships and undertake prospect and donor visits, both in person and online, to ask alumnae and others for philanthropic support for the College. The Head of Philanthropy will be expected to develop strong and trusted relationships with donors and prospects and to be constantly developing fresh connections to new and potential donors.

The Head of Philanthropy will report directly to the Director of Development and be responsible for managing the Philanthropy Officer.

## Main duties and responsibilities:

- Operational responsibility for delivering agreed Philanthropy financial targets and the implementation of fundraising solicitation plans
- Co-ordination of relationships with 60 – 70 major gift prospects – to include individuals, trusts, foundations, and corporates – through: identification, research, creating solicitation plans and monitoring and developing those plans; making personal visits to ask alumnae (and others) to support the College financially
- Liaising with and involving the Director of Development, President, and Fellowship as appropriate, as regards the research into, planning for and involvement of potential benefactors to the College

- Acting effectively as one of the three senior leaders in the Development team, providing support to the Director of Development and actively contributing in strategy development and planning
- Managing the Development Officer so that they are confident and effective in their role
- Supporting and collaborating with senior colleagues and Development team members as to the orchestration and planning of major gift asks
- Working with the Director of Development and team members to create documentation related to major gift fundraising, and present materials and reports to relevant individuals and groups, both internal and external, as appropriate
- Working with the Director of Development and President to support the establishment and running of any relevant fundraising committees and/or advisory groups
- Liaison with University of Cambridge Development and Alumni Relations Office (CUDAR) and Cambridge in America (CAm) where appropriate
- Contacting those who have expressed interest in leaving a legacy to Murray Edwards College, visiting them, and managing the ongoing stewardship of those who make legacy pledges
- Attending alumnae and other events
- Working with the Head of Operations to commission and/or undertake research on key potential donors and writing solicitation plans and proposals
- Ensuring that the President and others involved in major gift asking are fully briefed and that meetings with potential major donors are carefully planned, prepared, and choreographed
- Negotiating terms of gifts between donors and the College with the Bursar and preparing written confirmation of conditions for Council / Governing Body to approve
- Alongside the Gift Administration & Stewardship Officer, carefully planning the stewardship for your portfolio of major donors, ensuring that the President / Senior Members / Director of Development / volunteers communicate in a timely and appropriate manner
- Ensuring effective liaison with the Head of Alumnae Relations & Events to ensure an integrated approach to relationships with potential major donors, and that the volunteer programmes provide effective engagement opportunities for potential major donors and that the best potential volunteers are fed into those programmes
- Any other duties that are within the scope, spirit, and purpose of the job, and as requested by the Director of Development

### Person Specification

	Essential	Desirable
Qualifications:		<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>
Skills, knowledge and experience:	<ul style="list-style-type: none"> <li>• Experience of major gift fundraising in a not-for-profit organisation</li> <li>• A record of personally soliciting and securing philanthropic gifts at a 6-figure level</li> <li>• A record of achieving financial targets</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Collegiate University</li> <li>• Experience of working in Higher Education</li> <li>• Experience of managing and developing staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of working with and influencing senior staff and senior external figures</li> <li>• Developed knowledge of the principles, theory and practice of major gift fundraising and alumni/ae relations</li> </ul>	
IT skills:	<ul style="list-style-type: none"> <li>• Experience of the systems and processes necessary to underpin successful fundraising including managing donor and prospect relationships on Raiser's Edge or a similar database</li> <li>• Proficient with MS Office and Excel</li> </ul>	
Personal attributes:	<ul style="list-style-type: none"> <li>• Outstanding written and oral communication skills</li> <li>• Excellent interpersonal skills including the possession of tact and sensitivity</li> <li>• The ability to work calmly under pressure, to prioritise and to meet deadlines</li> </ul>	