



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Associate Director (Major Gifts)

January 2025



Letter from the Hiring Manager

Dear Prospective Candidate,

Thank you for your interest in joining St John's. The Associate Director (Major Gifts) is a fantastic opportunity for a major gifts fundraiser looking for the next step in their career.

This is a focused major gifts role which will include international travel, particularly to the US and Asia. We are lucky to have such an engaged community of Johnians and supporters who share our commitment to academic excellence and student support, and the post holder will enjoy developing mutually beneficial philanthropic relationships.

We have reached the halfway mark in our groundbreaking Dobson Free Places scheme, which will secure £25m in a permanent endowment for student support. The Associate Director will be pivotal in the successful completion of this campaign, as well as helping to plan for the College's future priorities.

I look forward to receiving your application.

Erin Charles
Deputy Development Director



About the College

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John's is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet. Read more about St John's on the College's website: www.joh.cam.ac.uk.



Background

The Development Office exists to manage relationships with the College's alumni and develop financial support to help the College and its people thrive.

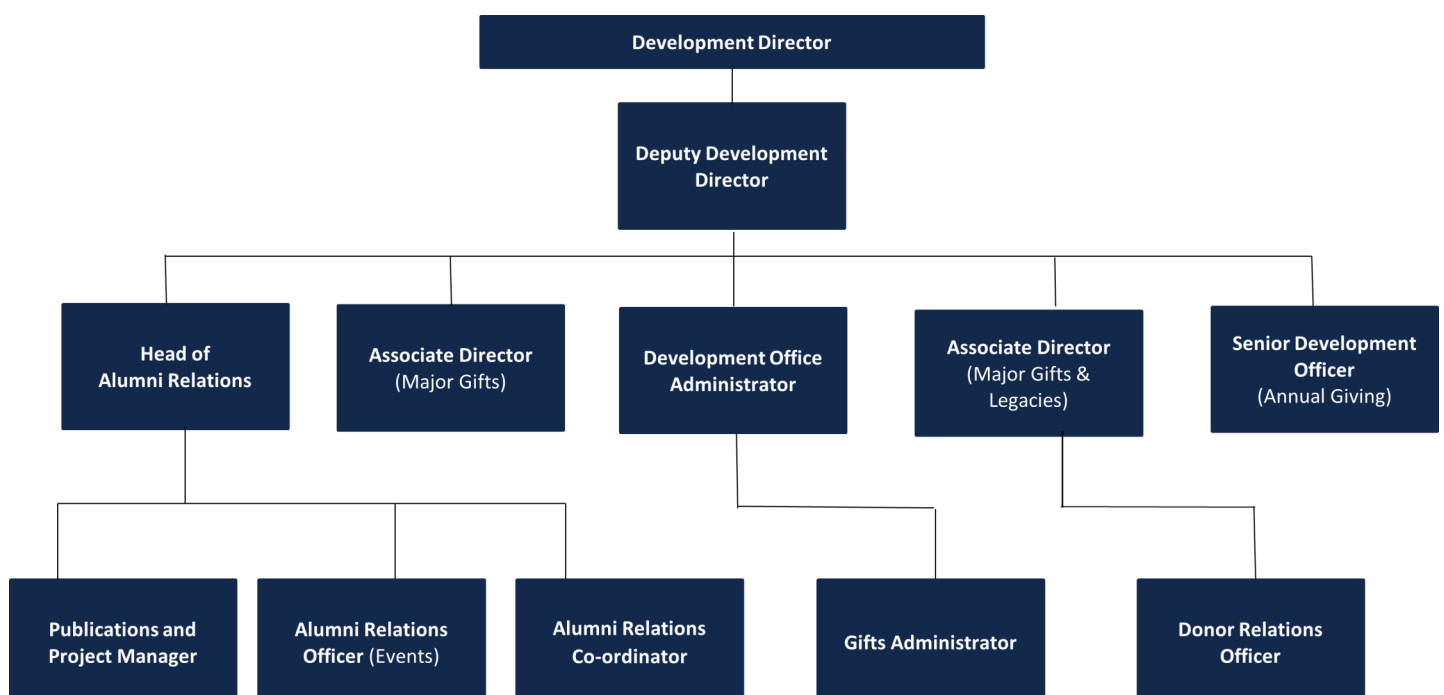
St John's has one of the most successful fundraising functions in any Cambridge College. In 2022, following the success of its pilot studentships scheme, we launched the pioneering 'Dobson Free Places' scheme. This campaign aims to raise funds so that UK undergraduates with household incomes below 60% of the national median will be eligible for a free place at St John's. The scheme will not only significantly increase the generosity of our provision for UK students from low-income backgrounds but will also be the cornerstone in making means-tested student support at St John's self-sustaining, by virtue of an endowed fund.

Alumni relations activity takes various forms; from hosting events in College and around the world, to telling the stories of our alumni in print and online and keeping our members up-to-date with the latest news from the College.

Our work supports the strategic objectives of the College by building a flourishing global community which enriches the lives of its members and inspires the next generation.

You will receive access to training that will help you develop your career; comprehensive in-house training will get you started on our systems, the inter-Collegiate development network will increase your knowledge of the professional environment and external training will sharpen your skills.

Development Office Organisational Chart



Principal Responsibilities

- Manage an individual portfolio of c.100 Johnnians with giving capacity of over £50k. Develop a cultivation and stewardship strategy for each individual, taking personal responsibility to ensure that agreed outcomes are delivered effectively and on time.
- Conduct a series of direct approaches to potential donors in the UK and overseas (primarily the US and Asia), mainly by personal visit. It is expected that the post holder will have 100-150 meaningful touchpoints with donors/potential donors per year.
- Form strong relationships with this group of alumni, demonstrating the necessary communication and intellectual abilities to articulate the College's development objectives to a highly educated, sophisticated constituency.
- Where appropriate, liaise with the Development Director/Master/and relevant Fellows to ensure that approaches to potential donors are delivered in a professional and optimal way.
- Produce individually tailored funding proposals for potential donors and, when appropriate, gift agreement documentation.
- Liaise with the Associate Director (Major Gifts and Legacies) to promote legacies to individuals where appropriate.
- Use the College's database system (Raiser's Edge) to manage prospect relationships and ensure comprehensive record keeping and reporting.
- Make data-informed decisions using the report and query writing functions on RE to analyse data and form/alter strategies accordingly.
- Develop concepts for a series of events/publications/networks designed to cultivate and involve groups of alumni from a variety of interest areas and professional groups, working with departmental colleagues to manage and co-ordinate these events where appropriate.
- Attend events and represent the College in Cambridge, elsewhere in the UK and overseas, in a way which effectively promotes the College and enhances its reputation.
- Contribute articles to College publications where appropriate.
- As a senior member of staff, contribute to the development programme strategy, developing and refining opportunities for the College in relation to fundraising and alumni relations.
- The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Development Director/Deputy Development Director from time to time.

Person Specification

The post holder will be a highly organised, methodical person. They will enjoy working collaboratively to achieve shared goals, whilst being self-motivated and able to take initiative. They will have:

- Experience of effective fundraising and asking for gifts or equivalent experience in a results-oriented, project-based environment.
- Ability to influence and negotiate at senior levels and to describe and communicate compelling propositions.
- An interest in higher education and how academic research and scholarship affects our understanding of the modern world.
- Demonstrable capacity to analyse, think critically and strategically, both to promote innovation and resolve problems.
- Highly developed stakeholder management skills and ability to develop, create and sustain trusted and effective relationships with potential donors.
- Well-developed organisational and administrative skills to achieve successful outcomes with multiple competing priorities and deadlines.
- High degree of flexibility to respond to fluid and open-ended tasks.
- Good knowledge of IT, with experience of working with a CRM database.

If you feel that you fit most but not all of the above criteria, we would still love to hear from you.



Terms & Conditions

Post:	Associate Director (Major Gifts)
Length of post:	Permanent
Hours of work:	36.25 hours per week
Salary:	Between £51,585—£58,060 p.a. (depending on experience) plus benefits
Location:	The role is based St John's College in Cambridge with significant travel around the UK (largely London) and overseas. Agile working is available for this post.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays) pro rata for those not working a 5-day week

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA after a qualifying period
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover
- An Agile Working policy whereby eligible staff may be able to work remotely for up to 40% of their working hours.

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

Recruitment Process

The deadline to apply is **9.00 am on Wednesday 29 January 2025**. Interviews are expected to be held the week commencing 10 February 2025.

Please include in your application:

- A fully completed application form

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

Any queries or questions about the role can be sent to:

Erin Charles— e.charles@joh.cam.ac.uk

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

Development Office

St John's College

Cambridge CB2 1TP

United Kingdom

Registered charity number 1137428

