Further Particulars for the post of
Deputy Development Director, St John's College, Cambridge
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.
Deputy Development Director, St John’s College, Cambridge
v) Motivate staff through one-to-one meetings when appropriate, helping to provide strategic direction to staff on an ongoing basis, and directly managing the Senior Development Officer, Research and Data Manager and Donor Relations Officer;

vi) Ensure that the overall financial and administrative systems are in place to effectively manage daily workflows, including IT systems, compliant financial recording, cost-effective and quality service procurement, fundraising and event planning on an ongoing basis;

vii) Generate regular accounts of funds raised for the College Council;

viii) Produce the Annual Development questionnaire required by the Cambridge College Development Group.

D) Fundraising and Alumni Relations Strategy:

To play a leading role, with the Development Director, in formulating and implementing fundraising and alumni relations strategies through:

i) Producing proposals, strategy papers and presentations for consideration by senior College members together with developing creative communications strategies;

ii) Representing the Development Office/College, on various external (CCDG, JSoc, Campaign Board etc) and internal (Development Committee, Communications Committee etc) bodies, as substitute for the Development Director and in his/her own right (e.g. Heads of Department meetings);

iii) Acting as head of department in any delegated matters when the Development Director is away from Cambridge;

iv) Generating content for external publications, letter templates and tender proposals (where appropriate).

Perform other relevant duties as required by the Development Director from time to time.

Person Specification

Qualifications, Knowledge and Experience:

• A degree-level education;
• Proven track record in major gifts fundraising or equivalent experience in sales and/or marketing roles;
• Previous experience in a supervisory or management role;
• Good working knowledge of databases, preferable RE;
• Experience of budgeting/financial management;
• Strong IT skills.

Skills, Abilities and Competencies:

• First rate communications skills, both oral and written;
• Proven organisational abilities;
• Numerate and financially and aware;
• The ability to manage people in a positive and sensitive manner;
• Ability to work independently and flexibly;
• Able to deal with a wide variety of people with tact, diplomacy and sensitivity.

Terms and Conditions

Length of post: Permanent.

Salary: The salary for the post is £59.8k – £67.8k p.a (depending on experience) inclusive of a market supplement, which is subject to review at three-yearly intervals.

Hours of work: 36.25 hours per week.

Location: The role is based at St John's College in Cambridge, agile working is available for this post.

Deputy Development Director, St John's College, Cambridge
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).
- Eligible to join two healthcare schemes following three months’ service:
  a) A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover; and
  b) A Simplyhealth cash-plan scheme, to provide support for day-to-day expenses, which is non-contributory for cover for the staff member and dependent children under 18 years and provides cover up to the state pension age.
- 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.

Notice: The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

How to apply

Please include in your application:

- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;

- The enclosed Application Form completed in full (applications without this will not be accepted);

- A full Curriculum Vitae (Please note: CVs will not be accepted in substitution for completed Application Forms in the absence of good reason).

Completed applications should be sent:
by email to: Recruitment@joh.cam.ac.uk
by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 9am on Friday 24 November 2023. It is anticipated that interviews will be held in the week commencing 4 December 2023.

Potential applicants who would like to make an informal enquiry about the position should contact Stephen Teal, Development Director on s.w.teal@joh.cam.ac.uk or 01223 760900.

Information provided will be treated as confidential and processed in accordance with the College’s Data Protection Policy, a copy of which may be obtained from the Data Protection, St John’s College, Cambridge, CB2 1TP.