



Clare College
Job Description

Senior Development Officer

Reporting to: Deputy Development Director and Fellow for Development

Overview: This is an opportunity for a dedicated, driven and ambitious development professional to join a high-performing team as Clare College refreshes its strategic vision and prepares to celebrate its 700th anniversary in 2026.

The Senior Development Officer plays a key role in generating philanthropic support for the College from alumni and well-wishers. The role has responsibility for an evolving portfolio of major donors and prospects to identify, cultivate, solicit and steward as appropriate, and for managing the College's legacy programme.

The success of the Development Office depends on the flexibility and ethos of its staff. The role holder will be required to participate in activities outside the core job description that are important to the overall development programme and the College. The role requires regular travel in the UK (and potentially overseas), and some work in the evenings and at weekends.

JOB DESCRIPTION

Face-to-Face Fundraising and Donor Engagement

- Manage an evolving portfolio of 100–200 major donors and prospects, identifying, cultivating, soliciting and stewarding as appropriate.
- Raise at least £500,000 per annum through systematic face-to-face cultivation and solicitation of alumni and external donors/prospects, including trusts, foundations and corporations.
- Identify, cultivate, solicit and steward major legacy prospects, including through face-to-face visits and tailored engagement events.
- Manage the annual legacy mailing to encourage new legators.
- Promote the Samuel Blythe Society and raise the profile of legacy giving to secure new legacy pledges and strengthen relationships with existing legators.
- Manage enquiries from donors, prospects, alumni and well-wishers in a welcoming, friendly and helpful manner, ensuring that requests are acted upon speedily and efficiently.

Annual Fund

- Develop and manage a bespoke programme for significant annual donors to ensure higher capacity individuals are asked at key times of year, to complement face-to-face fundraising.
- Assist in the formulation of Annual Fund direct mail appeals in consultation with the Master, Fellow for Development and Deputy Development Director.

Data and Reporting

- As a member of the Development Office team, ensure business practices, financial reporting, stewardship and data entry standards are met and enhanced.

Other Duties

- Represent and promote the Development Office within College and externally, including with current students, at alumni and donor events, and within the Cambridge development community.
- Perform such other duties as may be required from time to time by the Fellow for Development to contribute to the overall success of the College's development programme.

PERSON SPECIFICATION

Qualifications

- Educated to degree level (Essential)

Skills and Experience

- Successful track record of raising major gifts (5- and 6-figures) (Essential)
- Previous experience of working within an educational institution (Desirable)
- Competence with MS Office suite and relational databases (Essential)
- Experience of the Raiser's Edge (Desirable)
- Experience of communications and design programmes such as Mailchimp, InDesign, and websites (Desirable)

Attributes

- Strong communications skills, oral and written (Essential)
- Strong intellectual capacity with keen attention to detail (Essential)
- Ability to learn quickly and think creatively, with a positive approach to problem solving (Essential)
- Tact, diplomacy, resilience and self-awareness (Essential)
- Ability to form positive relationships with a wide range of stakeholders and current/potential supporters (Essential)
- Strong commitment to the ethos and purpose of the College (Essential)
- Ability to work alone and as a part of a team (Essential)

DETAILS

Hours of Work

The usual hours of work are between 8.45am and 5pm, Monday to Friday (36.25 hours a week), but flexibility and some evening and weekend work is required. TOIL may be given at the discretion of the line manager. The role holder is entitled to 26 days' holiday per year, plus public holidays.

Salary and Conditions

Remuneration will be between £38,000 and £45,000 depending on experience. There will be a six-month probationary period. The role holder will be eligible to join the College's contributory pension scheme after three months' service.

Clare College is a non-smoking environment.