



CLARE COLLEGE  
UNIVERSITY OF CAMBRIDGE

# Development Officer (Annual Giving)

Candidate Information Pack



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## The opportunity



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

The post plays a key role in generating philanthropic support for the College from alumni and well-wishers. The role has responsibility for all aspects of the Annual Giving programme, including the Telephone Campaign/Giving Day and the Annual Fund, supported by face-to-face cultivation and stewardship of Annual Giving prospects and donors.

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 travel in the UK, and some work in the evenings and at weekends.

# Clare College

Founded in 1326, Clare College is the second oldest of the 31 constituent colleges of the University of Cambridge and is also regarded as one of the most progressive and informal. It is known as a College which combines academic distinction with a welcoming, forward-thinking and inclusive ethos.

Clare was one of the first English foundations to provide for teachers and students in the same community, beginning a tradition characteristic of higher education down to the present day. The College has a deep and long-standing commitment to widening participation, diversity and inclusion. In 1886, it established a mission in Bermondsey, south London, to provide education and relief for the poor. In 1964, the College established a daughter institution, Clare Hall (which subsequently became an independent foundation), to support the growth of post-graduate education and to provide a home for visiting scholars. In 1972, Clare College became one of the first three colleges in Cambridge to become co-educational. In 2000, Clare was one of the first colleges in Cambridge to launch a dedicated access and outreach programme, and it has won praise for the transparency of its admissions process. Clare's aim is to inspire students to achieve their full potential. Around two-thirds of the undergraduates come from state schools.

Located in the heart of Cambridge city centre, close to many University faculties and departments, the College is extraordinarily beautiful and famed for its gardens on 'the Backs' (the backs of the colleges that line the River Cam).

Clare's Old Court, a 17th-century Grade I listed building, is the centre of the College and is unique among the ancient Cambridge colleges in having maintained its architectural integrity. The oldest of Cambridge's bridges leads from Old Court over the river to Memorial Court, home to the College Library, and Lerner Court (opened in 2009).

The College is a community of more than 500 undergraduates, 180 graduate students, and 100 Fellows (senior members), in every academic discipline, supported by over 100 professional services staff. There are over 8,500 alumni including such notable figures as David Attenborough, Vivienne Faull, Skip Gates, Matthew Parris, Robin Ticciati, Mark Walport, and many others.

The College is committed to providing small-group teaching through the supervision system and to delivering excellence in education at both undergraduate and postgraduate levels, while maintaining pastoral support through the tutorial system. Clare students also pursue a wealth of other interests beyond their course. Clare is known as one of the most musical colleges in Cambridge – its choir has performed all over the world – while students also participate in a range of sports, arts, and other activities. Clare alumni have forged successful careers in every field, prepared and inspired by their time at the College. For further information about the College, please visit [www.clare.cam.ac.uk](http://www.clare.cam.ac.uk).



## Development at Clare

Clare has a strong track record of fundraising, alumni relations and engagement, and was one of the first Cambridge colleges to establish a professional Development Office, three decades ago. The College is fully committed to development, and Clare is consistently in the top quarter of Cambridge colleges for fundraising performance.

The Clare Development Office raises upwards of £5 million each year in new cash and pledges. This is possible through the increased momentum of Clare's principal and major gifts programme, which includes giving circles that combine recognition with stewardship of major donors. An annual giving programme, supported by a telephone campaign, typically secures gifts from nearly 20% of alumni each year, and plays a vital role in raising funds for unrestricted purposes. Clare also has a flourishing legacy programme with its own stewardship and recognition, The Samuel Blythe Society. Legacy income has tripled over the past decade.

In June 2024, Clare completed its Campaign for Old Court, raising £25 million in philanthropic support towards the £42 million cost of the conservation and transformation of Old Court; the project itself is due to be completed by the end of 2025. An eighth century campaign, to be launched in 2026, will aim to raise further substantial sums for the College's core priorities, informed by and linked to a refreshed strategic vision.



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# The Development Office

The College's Development Office is responsible for all fundraising and alumni relations, with associated support activity, notably gift administration and the maintenance of the alumni database. There are currently seven roles (including this role), covering principal gifts, major gifts and legacy fundraising, the Annual Fund, alumni events, alumni communications, and office administration.

The Development Office is supported and guided by an internal Development Committee, chaired by the Master and comprising Fellows and student representatives. The Secretary of the Alumni Council (a Fellow) provides additional support for alumni relations.

The College Communications Manager, who is responsible for all College communications, is co-located and works closely with the Development Office.

Each alumni year-group has a Year Group Representative; together these volunteers form the Alumni Council (which meets annually), chaired by the Master.

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# Main duties and responsibilities

## Telephone Campaign/Giving Day

- Oversee the annual Telephone Campaign/Giving Day, working closely with the appointed consultants
- Recruit and manage the team of student callers
- Work with the Development Director to prepare and tailor the case for support
- Train the team and ensure they are fully briefed and knowledgeable about the case for support
- Oversee the pre-call mailing, ensuring it is of high quality and sent out in good time
- Work with the consultants to ensure data is all correctly prepared and formatted
- Ensure all post-call materials are prepared and of high standard
- Follow all regulatory requirements
- 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

- Build an effective plan and timetable for annual mailings to complement the telephone campaign, so that all alumni are invited to contribute to the College once a year
- Work with Cambridge in America on the solicitation of gifts from US-based alumni
- Assist in the formulation of Annual Fund direct mail appeals in consultation with the Master and Development Director
- 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
- Work closely with senior fundraisers to ensure prospects are allocated appropriately
- Maintain a portfolio of 4-figure prospects for face-to-face solicitation, informed by Annual Fund success

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# Main duties and responsibilities

## Engagement and Stewardship

- Work with the Alumni Events Officer to plan and implement successful engagement events for alumni to build support for Annual Giving
- Plan, implement, and execute a stewardship strategy for Annual Giving donors
- Prepare an annual impact report to showcase the positive impact of Annual Giving

## 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.

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# Person specification

## Qualifications

- Educated to degree level (Essential)

## Skills and experience

- Previous experience of fundraising, alumni relations or marketing (Essential)
- Previous experience of successful project management (Essential)
- Previous experience of working within an educational institution (Desirable)
- Knowledge of the higher education sector (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)
- 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)



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# Terms and conditions

## **Salary**

Remuneration will be between £30,000 and £34,000 depending on experience. There will be a six-month probationary period. The salary increases annually with the cost of living and will be subject to periodic review, benchmarked against equivalent roles in other Cambridge colleges.

## **Pension**

The role holder will be eligible to join the College's contributory pension scheme after three months' service.

## **Holidays**

The role-holder is entitled to 26 days' holiday per year, plus public holidays.

## **Other benefits**

Eligibility for a free parking space in College.  
Clare staff are entitled to a free lunch in College on working days.  
Clare College is a non-smoking environment.  
Clare College is an Equal Opportunities Employer.

Any offer of employment will be made subject to references.



All applicants must complete the application and equal opportunities form and email these to [hr@clare.cam.ac.uk](mailto:hr@clare.cam.ac.uk) by the closing date of 3 February 2025 at 5pm and interviews will be scheduled for week beginning 17 February 2025. The contents of the Equal Opportunities Form will not be disclosed to the selection or interview panels

Please note that as part of the shortlisting process the College will require details of one referee that can be contacted prior to interview. This does not have to be your current employer.

We are committed to employing a workforce that reflects the diverse community of Clare, regardless of age, disability, gender and transgender status, race and ethnicity, religion, marriage or civil partnership status or sexual orientation.



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