



CLARE COLLEGE  
UNIVERSITY OF CAMBRIDGE

# Development Director

Candidate Information Pack



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## Introduction from the Master



Thank you very much for expressing an interest in the role of Development Director at Clare College. This is a key role at a pivotal time, as we look forward to the beginning of our 8th century in 2026.

Clare College has a long and proud history, dating back to 1326, and today we are a vibrant and diverse community of Master and Fellows, staff, postgraduate and undergraduate students, and alumni. One of the constituent Colleges of the University of Cambridge, we are known for academic excellence, as well as the friendly, stimulating and supportive environment we provide for our students and staff and our highly engaged alumni body.

I was a student at Clare in the 1980s – a transformational experience for me – and it was a huge privilege to return four years ago, to take up the role of Master and join a community of talented and dedicated people committed to ensuring that the College continues to thrive. We are not resting on our laurels, either: if you've visited recently, you'll know that our 17th century Old Court, the beating heart of Clare, is under the most elaborate scaffolding, as we complete an extensive programme of refurbishment and enhancement of some of our most spectacular buildings. We are greatly looking forward to seeing Old Court re-emerge in its full glory in time for our 700th anniversary.

The role of Development Director is integral to the ongoing success of Clare College as an outstanding centre for teaching, learning and research. We are seeking an exceptional individual who shares our deep commitment to higher education within our historic collegiate setting, and embraces the values identified by the community: excellence; equity, diversity and inclusion; openness, open-mindedness and fairness. As Development Director, you will play a crucial role in shaping and delivering a new fundraising campaign to secure the College's core activities for future generations, working in close collaboration with me, with Fellows and with staff. If you believe you would excel in this role and really enjoy it, we would be delighted to hear from you.

*Loretta Minghella*



# 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 postgraduate 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, 300 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, Skip Gates, Matthew Parris, Gillian Tett, 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).

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# The opportunity



This is an exciting opportunity to join and lead one of the most successful collegiate philanthropic programmes.

The next steps to secure Clare's future will be focused on its 700th anniversary in 2026. Accompanied by a new strategic vision for the College's eighth century, the anniversary will provide the opportunity to launch Clare's next fundraising campaign.

The Development Director will be in a key position to help shape the strategy and messaging of the next campaign into comprehensive engagement and fundraising opportunities involving the whole Clare community.

The post will appeal to a talented principal gifts fundraiser who is motivated by the opportunity to have a formative impact on the College's fundraising at a crucial point in its history. Building on a platform of strong fundraising performance and alumni engagement, the role-holder will play a pivotal role in enabling Clare to take the next steps in its capability to attract philanthropic funding from alumni, well-wishers, trusts and foundations in the UK and worldwide.







## 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 programmes, which include 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.



## 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, internal and external, 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.





# Job description

Working together with the Master and Development Committee, the Development Director is responsible for developing and implementing the College's overall development strategy, combining fundraising, alumni relations and communications into a cohesive approach designed to advance the College's long-term goals.

The major focus for the post-holder will be on building relationships that facilitate principal gifts. The successful candidate will be personally responsible for cultivating and raising six, seven and eight-figure gifts to the College through face-to-face solicitations, and for stewarding existing principal donors through meetings and regular communication.

The Development Director has overall responsibility for the College's comprehensive alumni relations programme, ensuring that it continues to evolve to meet the needs of the College, benchmarked against best practice. Working with the Communications Manager, the Development Director ensures the good name of the College is maintained and promoted to donors, prospects and well-wishers.

The Development Director line manages the other members of the Development Office, and is expected to help them with mentoring and career development opportunities.

The role involves dealing with high-profile individuals and requires regular work outside office hours, including weekends, and regular travel outside Cambridge and overseas. The Development Director is expected to lead by example, help foster team spirit within the Development Office, and implement strategies for continuous improvement.

## Relationships

- Responsible to and works closely with the Master
- Head of Department of the Development Office (7 people)
- Works closely with the Bursar, Senior Tutor, President of the Fellowship, and Secretary of the Alumni Council

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# Main duties and responsibilities

## Leadership of the Development function

- Review, refine and implement Clare's development and alumni relations strategies, taking account of best practice across Cambridge and in other peer institutions
- Help develop, launch and achieve the goals of the next College campaign
- Maintain a close understanding of international trends in educational fundraising, alumni relations, and communications, to ensure that Clare remains at the forefront of development activity within Cambridge and internationally
- Set the annual priorities for the Development Office, and manage its work to achieve its specific targets and the College's strategic objectives
- Work with the Bursary and Finance Committee to agree and manage the Development Office budget, ensuring the best possible return on the College's investment
- Produce an annual written strategy for the Development Office and an annual report on activities for presentation to the Development Committee, Finance Committee, and Governing Body
- Agree targets for each member of the Development Office team towards the Office's overall objectives
- Carry out regular progress reviews and annual appraisals of direct reports to ensure career and personal development, and departmental effectiveness
- Be the main point of contact and manage the relationship between the College, Cambridge University Development and Alumni Relations (CUDAR), and Cambridge in America (CAm) on issues around shared prospects, events and communications
- Represent the interests of Clare College on intercollegiate bodies, including the College Development Directors' Committee.



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## **Fundraising**

- Cultivate and solicit principal prospects through face-to-face meetings, with a personal annual fundraising target, to be agreed with the College each year
- Steward existing major and principal donors and legators through individual meetings, reports, and regular communication, and ensure good stewardship of all College donors and volunteers
- Ensure that the College's pipeline of prospects remains strong and up to date
- Ensure that the College implements an effective legacy fundraising strategy
- Help oversee the College's Annual Fund strategy
- Write the case for support for all major College fundraising projects, in consultation with the Development Committee.

## **Alumni relations**

- Oversee the College's alumni relations programme, working closely with the Alumni Council and the Secretary of the Alumni Council
- Ensure that the work of the Year Group Representatives and Alumni Council is fully supported and that they are closely engaged in the life of the College
- Attend events as the senior Development Office representative
- Enable and encourage Fellows to play a role in alumni engagement.

## **Communications**

- Work with the Development Committee and Communications Manager to develop and implement an effective development communications strategy
- Oversee electronic and printed development publications and web pages.

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# Person specification

- Significant track record in a leadership role in a successful development function
- Proven influencing and negotiating skills, including a track record of sustained success in securing significant gifts of six and seven figures through face-to-face fundraising
- Able to develop and implement effective strategic plans and deliver them operationally
- Excellent understanding of fundraising, alumni relations and communications
- Able to lead and encourage initiatives to a successful conclusion with minimal supervision
- Excellent written and oral communication skills
- Excellent organisational, leadership and interpersonal skills
- Able to engage with and relate to the Fellowship, leading public figures, alumni, staff and students
- Commitment to the ethos and aims of Clare College.

The successful candidate will be:

- Educated to degree level
- Target-driven and goal-oriented
- Energetic, confident and resilient
- Patient, tactful, and politically astute, with an ability to form and manage relationships with multiple stakeholders
- Motivated and committed to identify, cultivate, and personally solicit potential donors for major gifts and legacy pledges from a global alumni and supporter population
- Customer-focused with an absolute appreciation of the need to achieve agreed targets.

*This job description may be reviewed in conjunction with the post holder and in the light of changes within the College.*



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# Terms and conditions

## Salary

The salary for this full-time post will be highly competitive and is dependent on experience. The role requires working outside office hours, with UK and overseas travel.

## Holidays

30 days' annual leave per annum (excluding Bank Holidays)

## Pension

The post-holder will be entitled to join the Universities Superannuation Scheme (USS). The College currently pays contributions equal to 14.5% of salary and the employee pays 6.1%.

## Salary reviews

The salary increases annually with the cost of living and will be formally reviewed every three years.

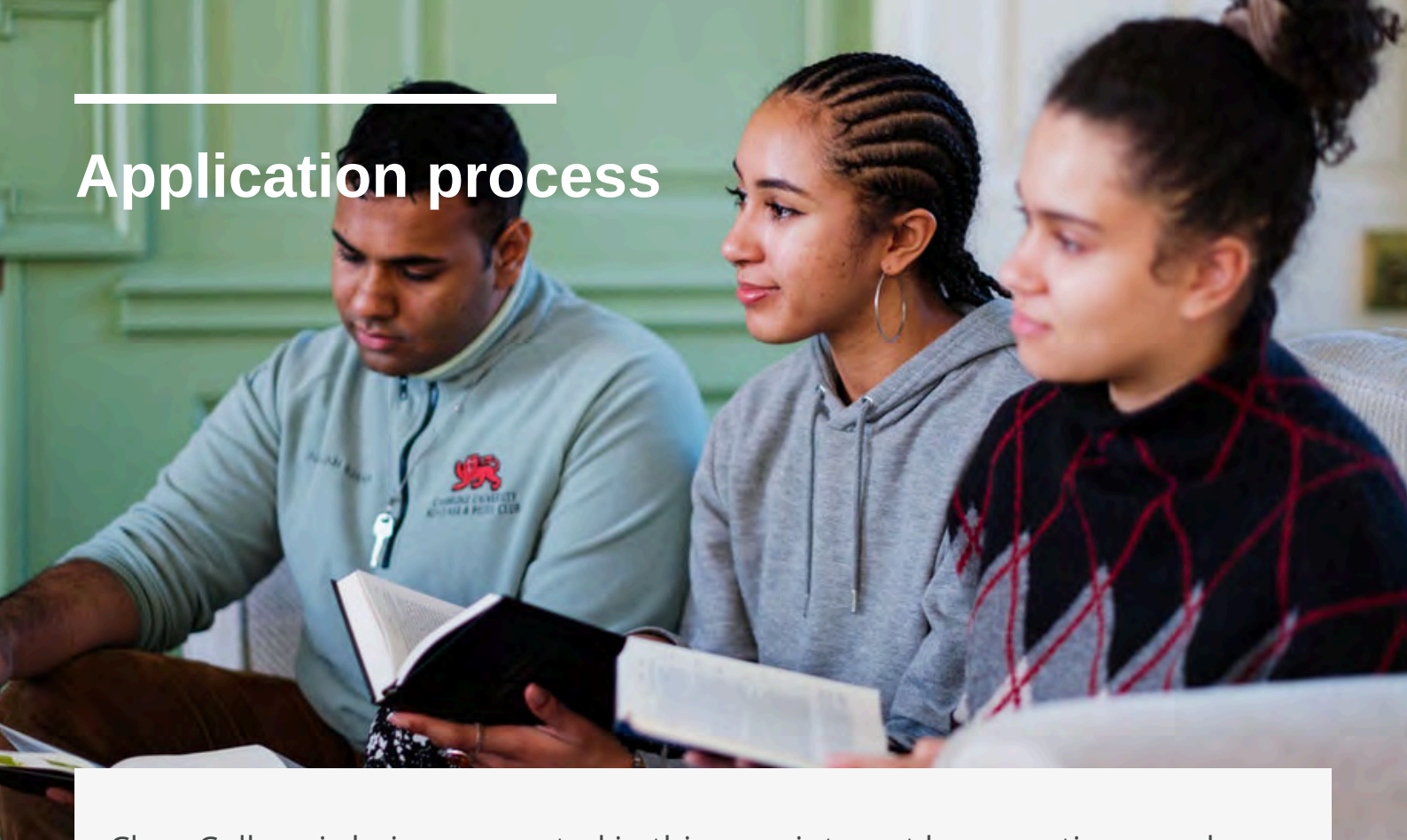
## Other benefits

- The successful candidate will be recommended for election to a Fellowship which confers membership of the Senior Combination Room and an entitlement of seven free meals per week on High Table.
- The College will pay reasonable removal and relocation expenses up to £5,000.
- Eligibility for a parking space in College.
- Clare College is an equal opportunities employer.
- Clare College is a non-smoking environment.

Any offer of employment will be made subject to references, at least one of which must be available before final interview.

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# Application process



Clare College is being supported in this appointment by executive search firm Minerva.

Clare College is committed to being an equal opportunity employer and to ensuring that all employees, students, Fellows, job applicants and other people with whom we deal are treated fairly and are not subjected to unfair or unlawful discrimination. Our policy is designed to ensure that current and potential employees, students and Fellows are offered the same opportunities regardless of race, nationality, ethnic origin, age, religion or belief, sex, sexual orientation, marital status, domestic circumstances, disability, pregnancy, gender reassignment, civil partnership or any other characteristic unrelated to the performance of the job. We seek to ensure that no one suffers, either directly or indirectly, as a result of unlawful discrimination. This extends beyond the individual's own characteristics, to cover discrimination by association and by perception.

For more information about the role, including how to apply, please visit Minerva at [www.minervasearch.com](http://www.minervasearch.com). Please submit your application by 3rd March 2025.