**Job Title:** Development Officer (Fundraising)

**Reporting To:** Deputy Development Director

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**Main Purpose of Role/Overview:**
The Development Officer (Fundraising) will use their exceptional fundraising and project management skills to support Lucy Cavendish College’s ambitious development aims. They will play a leading role in shaping Development Office strategies to increase philanthropic participation, using a highly personalised approach when building and developing relationships with donors and prospects. The Development Officer (Fundraising) will take responsibility for all community fundraising initiatives including the 18-monthly Giving Day-style appeal and the regular giving strategy. They will use their communication skills to create engaging written fundraising content, reflecting the latest philanthropic opportunities at the College.

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**Main Responsibilities & Duties:**

1. Taking a data-driven approach to leading and developing a multi-channel fundraising strategy to acquire new supporters (both lower-level single gifts and regular giving).

2. Project managing giving day-style fundraising appeals and other community appeals, which may arise from time to time.

3. Managing own portfolio of 30-40 regular gift prospects and donors, stewarding them effectively to assist them in their philanthropic journey. This role will have a particular focus on younger alumni who have graduated within the past 15 years.

4. Supporting the College’s stewardship programme, producing personalised impact reports for individual donors. Updating the benefactor wall and published donor lists. Liaising with University colleagues on all matters concerning Lucy’s donors who are (eligible to become) members of the University of Cambridge Guild of Benefactors or Vice Chancellors’ Circle.

5. Keeping accurate records of all interactions with donors (devising detailed contact reports after meetings) using the Raisers Edge NXT. Ensure all fundraising activities are accurately recorded.

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**Standards of Performance/Results:**

1. Yielding an increase in the alumni participation rate (% of alumni giving) and overall number of donors.

2. Run successful giving appeals meeting key fundraising KPIs.

3. Keeping in touch regularly with donors, via face to face or virtual meetings, as well as events, email, letter and telephone.

4. Ensure key stewardship mechanisms are applied in an accurate and timely manner.

5. Keep diligent records of all engagements with prospects/donors.

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V2 December 2023
6. Producing fundraising copy for documents including but not limited to: fundraising proposals, cases for support, fundraising emails, fundraising communications for the college website and social media channels, contributing to the annual Donor Impact Report and other ad hoc publications as required.

7. Supporting the long-term prospect pipeline of the College, helping to identify key prospects ready to give at higher levels, and flagging them up to other fundraising colleagues where necessary.

8. Servicing the monthly Fundraising Team meeting.

9. Utilising opportunities including College and Development Office events, to engage prospects and encourage philanthropy. At Development Office events the postholder is expected to support the home team in successfully executing the event plan.

10. Liaising with Cambridge in America when working on fundraising initiatives in North America, and Transnational Giving Europe when working on fundraising initiatives in Europe.

11. Representing the College at Cambridge-wide development opportunities including key professional events run by CCDG.

12. Support the functioning of the Development Office, managing post, acting as first point of contact for phone calls, arranging team meetings in conjunction with the Deputy Development Director.


14. To ensure work is carried out in compliance with GDPR, the Fundraising Regulator Code of Practice, all college policies, other relevant laws and best practice.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

**Scope/size of role (budgets, people, etc):**
- **Management:** of volunteers helping with development initiatives.
- **Budget:** manage budgets for specific projects in the post holder’s remit.
## Significant internal/external relationships:
Internally: Regular liaison with the President’s Office, Finance Office, Domestic Bursary, Catering Team, Student Office, JCR, MCR and Health and Safety Officer.
Externally: Lucy Cavendish College alumni, donors, prospects and friends of the College, University of Cambridge Development and Alumni Relations Office (CUDAR), Development Offices at other Colleges and via the Cambridge Colleges Development Group, colleagues at Cambridge in America, suppliers.

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<tr>
<th>Date prepared:</th>
<th>December 2023</th>
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<tbody>
<tr>
<td>By whom:</td>
<td>Development Director and Deputy Development Director</td>
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<td>Agreed by Manager:</td>
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