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# Robinson College

## Director of Development

CANDIDATE INFORMATION PACK

CLOSING DATE: 15 JULY, 9AM







Dear Candidate

Thank you for your interest in the position of Director of Development at Robinson College. It's an absolutely pivotal role at the heart of one of the newest, friendliest and most forward-looking colleges in Cambridge.

We are a modern community made up of undergraduate and postgraduate students, committed and skilled staff, and brilliant Fellows and senior members. As you might expect, our educational and academic mission dominates life in College. We are proud to help generations of brilliant young people to reach their potential. But we also run a conferencing and events business, which generates an important part of our revenue. We are ambitious for the future: we plan to expand our estate, renew our Grade II\* listed building, build up our teaching strength, and grow both our endowment and our profile in Cambridge and beyond.

The Director of Development is accountable for all aspects of fundraising and alumni relations. A successful candidate will require first rate management and project skills. They will also demonstrate outstanding leadership. And just as important, they will be enthusiastic about sharing and promoting the values and ethos of this exceptional College.

I hope that might be you. If you would like to know more, please do get in touch with us.

Sir Richard Heaton KCB  
Warden





Robinson College wishes to appoint a Director of Development. The appointee will be accountable for all aspects of fundraising and alumni relations, and will report to The Warden (Head of House, Sir Richard Heaton) with a dotted line report to the Finance Bursar. Regular reports will also be required to both Council (the College's trustee body) and Governing Body (the Fellowship).







# The College

Robinson College is one of the newest colleges in Cambridge, established from its foundation to admit both men and women. It was built entirely from the philanthropy of one man, David Robinson, a businessman and horseracing enthusiast who gave the University some £18 million at the start of the 1970s to establish the College. The College was formally founded in 1977, the first undergraduates were admitted in 1979, and the College was officially opened by Queen Elizabeth II in 1981.

The College has been fortunate enough to receive a small number of substantial gifts from friends of the College who did not study here. But the contactable alumni population, now numbering some 5,800, is our development focus. One of the essential roles of the new Director will be to manage, steward and grow the number of alumni who actively engage with their College. Of course, we are looking for donations and pledges of financial support from those who can afford to give; our financial health and stability depends on increased giving. But we are also keen to facilitate mentoring and career guidance from our alumni for the benefit of our students. We also want the College, its ambition and its character to be better and more widely known, and our global network of members can make that happen.

David Robinson wanted to establish a different sort of college, and we think that he succeeded. We share the Cambridge standard of excellence in research and teaching. Like other colleges, we admit only students of exceptional ability and potential. We will take students to study almost any of the Cambridge undergraduate courses. But there are features of life at Robinson that are more distinctive: our informality, our strong sense of community, our glorious mature gardens and remarkable modernist brick building, our support for sports of all kind and for music, theatre and the visual arts, and our innovative approach to resilience and wellbeing. We are a fun, ambitious and stimulating college.

That is where our Director of Development comes in. The appointee will find plenty of material to populate a compelling case for support. The College has the ideas and the thinking to flesh out its ambition and sense of purpose. Increasingly, our supporters recognise that we will not realise that ambition without increased funding, and that philanthropy is crucial for us.

# The 50th Anniversary Campaign and Celebration

As the College approaches our half-centenary, we are planning to launch a very significant fundraising campaign. The successful candidate will be responsible for the management and execution of the campaign, offering an exciting opportunity to make a material impact almost immediately. The Director of Development will also have lead responsibility for a programme of events and commissions to mark our anniversary year.



# The Position

The Director of Development is a key senior post in the College, with overall responsibility for fundraising, alumni relations and management of the Development team. Key responsibilities include:

## Fundraising and alumni relations

- Identify and cultivate potential donors, with a clear strategy for progression of prospects.
- Work with the senior leadership team to understand the fundraising priorities of the College and make sure Development team activity is aligned with these priorities.
- Stewardship and impact reporting.
- Engagement with the alumni base, including those who have given and those who have not.
- High quality communications and publications for alumni, including the popular College magazine Bin Brook.
- Organise a number of major stewardship events in College each year.
- Design and deliver fundraising days, events and campaigns.
- Travel (including solo travel) on overseas fundraising and alumni relations trips, including to Asia and North America.
- Close co-operation with stakeholders, such as the Cambridge University Development and Alumni Relations Office, and sometimes other colleges, particularly when approaching a donor with multiple relationships across intercollegiate Cambridge.

## 50th Campaign

- Design, lead and deliver a compelling 50th anniversary fundraising campaign for 2027.
- Design and deliver a 50th anniversary programme of events and commissions for 2027.

## Team management

- Active management and leadership of the staff team in the Development Office to ensure the team are aligned and delivery focussed.

## Reporting

- Regular reporting to the Warden and Finance Bursar on fundraising performance and other key metrics.
- Management of the Development Committee including setting agendas and creation of papers for Committee packs.
- Periodic reporting to both Council and Governing Body on fundraising and alumni relations activities, including activities, forecasts and out-turns.
- Oversight of reporting to Cambridge University Development and Alumni Relations Office.
- Engagement with wider Fellowship to ensure the community is aware of fundraising activities and priorities.
- Management of the department budget.



## Salary and Conditions

The salary will be negotiable depending on experience but will be within the range £70k-£80k, plus pension. The successful appointee will be nominated for a Fellowship of the College after successful completion of a six months' probationary period. The Director of Development's role is a full time position, however flexibility around working hours is essential.

It is hoped that the successful applicant will be able to take up their duties from October 2024.

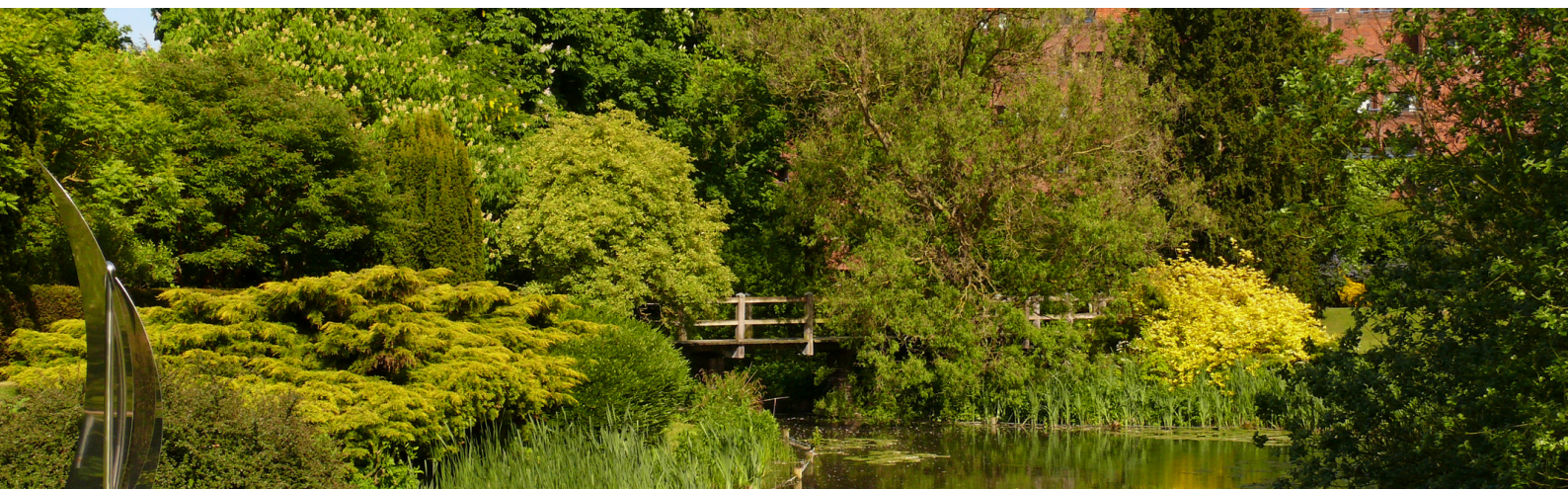
The appointment will be subject to receipt of satisfactory references, and demonstrating right to work in the UK.

## Applications

Applications should be made to [careers@robinson.cam.ac.uk](mailto:careers@robinson.cam.ac.uk) by 9am on 15 July 2024. Applicants should enclose a detailed Curriculum Vitae along with their letter of application and a completed short application form including details of two referees. The College will only approach the referees of the successful candidate after interviews have taken place. The successful candidate will be notified before referees are contacted.

We encourage candidates to submit their application without delay as we reserve the right to close the vacancy early if we have received sufficient applications from suitably experienced candidates.

Robinson College and the University of Cambridge actively support equality, diversity and inclusion and encourage applications from all sections of society.





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