CANDIDATE INFORMATION PACK
MAJOR GIFTS OFFICER
JESUS COLLEGE, CAMBRIDGE
Dear Prospective Candidate,

Thank you for your interest in the position of Major Gifts Officer at Jesus College.

The Development and Alumni Relations office at Jesus College is a dynamic and friendly place to work — and it is an exciting time to join the team. Over the past four years since I joined the College, we have invested in the foundational roles that are critical to a successful major gifts programme. With a particular focus on stewardship of our current donors and identification of new prospects, we have cultivated a large pool of donor potential that is primed for the right candidate to dive in.

A seat of learning for over 500 years, Jesus College is a diverse community made up of undergraduates, postgraduates, Fellows and staff, from many different backgrounds and from across the world. Over 1,000 people live and work in our beautiful site in the heart of Cambridge. Our ancient, cloistered walkways, stunning gardens and new facilities offer a perfect mix of surroundings for students and academics to pursue individual and collective excellence.

A key contributor to the strategy to raise significant major gift income for ongoing College activity as well as developing new funding opportunities, you will work with the Director, Fellows and senior staff to articulate why Jesus College is the right place for philanthropic investment.

If you are a thoughtful and collaborative team player who is passionate about making a difference in an institution where young people are encouraged to discover their sense of agency, where academic values are a core concern and where freedom of thought and expression is paramount, then please apply. I look forward to hearing from you.

Best wishes,

Emily Williams
Director of Development and Alumni Relations
At Jesus, the culture of philanthropy is deeply embedded and its value is recognised throughout the College. It has one of the most successful and longest established development offices in Collegiate Cambridge where the Master, Bursar and Fellowship work with the Development and Alumni Relations Office to deliver its philanthropic goals.

The Development and Alumni Relations Office at Jesus College makes a significant contribution to college life. Today the office is a team of six who lead the alumni engagement and fundraising activity for the College.

Philanthropic gifts are secured through our regular giving programme; including the telephone campaign, Giving Days and direct mail solicitation; a developing legacies programme and one-to-one major gift fundraising. Several capital campaigns have also taken place over the years; the refurbishment of Chapel Court and the development of West Court in particular.

Serving as a key point of contact for returning alumni, the alumni relations team organise on average 20 alumni and donor events in College a year, which range in size from 50 to 600. Events in New York and Hong Kong, key regions of active alumni, are also organised annually. One-off bespoke events, dinners and lunches for individuals also arise throughout the year and are ably managed by the office. Current students and Fellows often participate and support this alumni engagement.

The alumni team also manage the College’s publications and communications to alumni with the Annual Report, termly e-newsletters, an annual alumni magazine, Christmas and birthday cards and regular news articles published throughout the year.

Alumni and donors are at the heart of everything Jesus College does, meaning that it has outstanding relationships with deeply committed alumni who are passionate about the College and about their roles in shaping its future. The College is looking to build on its success, and to take new and innovative approaches to its philanthropic fundraising. There is considerable potential, and the College seeks an individual who can explore new avenues and approaches for funding — and seize new opportunities.
The position

The College is seeking to appoint a Major Gifts Officer to broaden and expand its major gift programme. This will be a new and key position within the Development and Alumni Relations office. The MGO will play an important part in the strategic direction of the College fundraising priorities.

Your experience in developing and implementing effective fundraising strategies along with working with philanthropic individuals will be instrumental in driving the future success of the College’s development programme, particularly in relation to identifying new opportunities.

You will be a creative thinker with strong writing skills and a values-driven approach to philanthropic fundraising.

You will have a proven record in securing philanthropic gifts from potential major benefactors together with experience of developing inspiring gift opportunities, expertise in relationship management, outstanding interpersonal and communication skills, and a passion for the mission of Jesus College.

Our consistent theme is to encourage giving to three core areas of need:

- **Student support;** undergraduate bursaries to ensure that academic potential/rather than financial means is the determining factor for acceptance, and postgraduate student support to enable the most talented of students to thrive here.

- **Teaching and research;** Cambridge’s world-class education depends in no small measure on the provision of small-group teaching through the College-based supervision system. It is an incredibly expensive system to maintain, and philanthropy enables it to continue inspiring and challenging new generations of students.
◆ **Maintenance and improvement of our buildings and facilities;** our gardens and grounds contribute to an outstanding educational environment for our students. We also have a responsibility to preserve and protect our built environment.

Other areas of opportunity include outreach and widening participation, music (the Choir in particular), sport and the arts and the Intellectual Forum. You will craft compelling cases for support working with academic champions and other College leaders.

This position is an outstanding opportunity for a proven fundraiser to play a pivotal role in one of the more successful fundraising teams in Cambridge. There is significant potential to take new and innovative approaches, building on the success of the team. The University and Colleges have been working to establish collaborative fundraising initiatives and best practices and this post will provide an excellent opportunity for someone interested in becoming an integral part of the development of both the College and the Collegiate University.
Jesus College is one of the largest and best-known of the Cambridge colleges, with a strong reputation for academic excellence, both national and international. It is also a college with a strong sense of community and purpose with outstanding provision in, for example, music, the arts and sport. The Collegiate University is regularly rated as one of the top five universities in the world, and the top university in the UK. The College fosters an egalitarian and open culture. Alongside the academic research and study, it encourages its students to pursue other areas of interest. It is internationally renowned for its music and its commitment to the arts can be seen around the estate. The College is known for having a friendly and relaxed atmosphere and has a long history of philanthropy since its foundation.

Jesus College was founded in 1496, and it originally consisted of buildings taken over from the nunnery of St Mary and St Radegund: namely the chapel, and the cloister attached to it; the nuns’ refectory, which became the college hall; and the former lodging of the priorress, which became the Master’s Lodge. This set of buildings remains the core of the College to this day. The College is contained in a large central integrated site with all of its facilities on the main site. In addition, all of its student accommodation is on, or very close to, the estate. Extensive gardens and grounds mean that the College has a large, open feel to it. It is bordered by the open spaces of Jesus Green and Midsummer Common, which gives it a distinctly peaceful feel whilst being located in central Cambridge. There are more than 450 undergraduates at the College, most of whom come to the College within a year of leaving school. They normally spend three or four years in Cambridge and live within the College itself or in one of the houses the College owns nearby. In addition to the undergraduates, there are approximately 400 postgraduate students. Most are also accommodated by the College, but some take flats or houses in the city.

Residential conferences are regularly held in College during vacations and vary in size from 10 to 250 people. The College has a reputation for a high standard of food and service and hence a good class of conference booking is
obtained. Conferences and external catering provide a valuable source of revenue to the College and make a substantial contribution to its overheads.

A unique and distinct initiative within the College, the Intellectual Forum at Jesus College brings people together to discuss and learn about a wide range of issues and most are also live-streamed. Read all about the Intellectual Forum’s activities, events, grants and programmes here: https://www.jesus.cam.ac.uk/research/intellectual-forum

The College is an independent institution, comprising Master, Fellows, senior members, students and staff. The Master and Fellows, over 90 in number, constitute the Society (the governing body) and are (or have been) engaged in teaching and research in a wide range of individual subjects. Election to a Fellowship is a significant academic distinction. As well as students and Fellows, the College community is made up of Emeritus Fellows and other senior members, together with a large team of 190 non-academic staff who play an essential role in the fulfilment of the College’s mission.

In 2021-22 the College had an income of approximately £17.9 million, of which approximately £4 million comes from fees, about £4 million from rents and £5.7 million from investments. The catering and conference turnover is about £2.8 million per annum. Capital expenditure in 2021-22 was some £14.1 million. The College’s endowment is £215 million, equally split between property and financial investments. The Accounts are at www.jesus.cam.ac.uk/college/about-us/freedom-information-and-publication-scheme/financial-matters
Job Description

Reports to: The Director of Development and Alumni Relations
Works with: Senior Development Officer — Regular Giving; Senior Development Officer — Alumni Relations; Development Officer — Legacies and Stewardship; Prospect Research and Database Administrator; Development Assistant

Principal duties and responsibilities

Developing Fundraising Priorities and Strategy

◆ Work closely with the Director and team on developing fundraising priorities and plans for the engagement of major supporters.

◆ Based on knowledge and experience of major gifts fundraising success, provide guidance to colleagues, and College leaders about fundraising priorities that are likely to find support from specific donor constituencies.

◆ Work with the team to develop compelling cases for support for priority projects and opportunities for dissemination to potential donors.

◆ In collaboration with the Prospect Research Administrator develop donor gift pyramids and paths to success and develop prioritised work plans accordingly.

◆ Coordinate with colleagues across Collegiate Cambridge to ensure effective, joined up fundraising for all priorities. Work in partnership with colleagues from CUDAR and Cambridge in America to manage and coordinate approaches to prospective donors to avoid conflicts and promote the College's interests and priorities effectively.

Delivering the strategy — cultivation of prospects

◆ Work with the Director, Prospect Research Administrator, Collegiate colleagues, Fellows and volunteers to identify prospects with whom Jesus College will aim to develop significant philanthropic relationships.

◆ With the support of the Prospect Research Administrator, build and manage relationships, on behalf of Jesus College with a portfolio of potential major donors (i.e., organisations or individuals capable of making five-, six-, and seven-figure gifts).

◆ Through conversation with Fellows, alumni, donors and volunteers, and by means of individual research, identify new potential donors with philanthropic interest in the mission of the College to add to their pool.

◆ Make personal donor visits, help organise and participate in events, and communicate by video call, telephone and in writing with prospective donors with a view to assessing their philanthropic interest in Collegiate Cambridge in general and articulated Jesus College fundraising priorities.

◆ Develop a deep knowledge of cross-Collegiate funding opportunities so that you may refer qualified prospects whose interests lie elsewhere.

◆ Develop and implement cultivation/solicitation plans for potential donors to motivate significant gifts to match Jesus College fundraising priorities.

◆ Represent both orally and in writing to donors and potential donors the philanthropic priorities of Jesus College.
**Gift solicitation and settlement**

- Solicit and secure major philanthropic gifts (five-, six- and seven-figure) from individuals, trusts and foundations and/or corporates as appropriate to meet College’s prioritised funding needs.

- In collaboration with colleagues from Finance, Governance, Tutorial and Development, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.

- Through in-person solicitation, either alone or in conjunction with academic or College Department champions or volunteers, and/or by means of formal written proposals, make an agreed number of major gift solicitations to support College priorities each year.

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**Stewardship**

- Rooted in the principle that existing donors are the best future prospective donors, work closely with the Development Officer — Legacies and Stewardship and with academics and other leaders and to develop and oversee implementation of effective stewardship plans so that major donors are fully aware of the impact of their gifts and feel motivated to make further significant gifts to Collegiate Cambridge.

- Ensure that effective stewardship also motivates prospective donors and enhances the College's overall reputation as a worthy and effective recipient of philanthropy.

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**General duties**

- Ensure that information related to major gift fundraising work is collected, organised, and managed effectively. Create how-to guides and policies for future success. Working alongside the Database Administrator ensure conscientious and timely updating of the Raiser’s Edge alumni and donor database.

- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively; develop this sense of personal responsibility within the team.

- Act as a role model to other team members, supporting a motivational environment where people are challenged, developed, encouraged, and supported to achieve outstanding results.

- Influence senior internal stakeholders, leadership volunteers and potential donors.
Principal duties and responsibilities

Education and qualification

- First Degree

Knowledge, skills and experience

- Candidates will have a highly successful track record in fundraising and experience in working both independently and collaboratively to secure substantial philanthropic gifts.

- Excellent negotiation and communication skills, both oral and written, with an ability to communicate persuasively and sensitively with a variety of individuals and audiences.

- Patience, tact, tenacity, curiosity and imagination.

Personal qualities

- An ambitious and energetic approach to fundraising.

- Dynamism, innovation and exceptional relationship building ability.

- Excellent managerial and strategic planning skills.

- The ability to confidently, professionally and ethically build and nurture relationships with a diverse group of people.

- Financial understanding, organisational skills, administrative capacity, and the ability to exercise responsibility and authority within an organisation which places a high value on consultation and full discussion with its members at all levels are of prime importance.

- Willingness and ability to travel and work outside normal office hours, including weekend and evening work.

- To have, or have the ability to develop, a wide-ranging understanding of, and empathy for, the academic purposes of the College and its role within an ancient university of international repute, in a period of considerable change.

- Demonstrable empathy with the values of a Cambridge College and the capacity to relate well, both formally and informally, to its diverse group of members (Fellows, past and current students and staff).

- The ability to command respect and to be able to influence people at all levels, by means of good personal and communication skills, is a vital quality.

Additional requirements

- An understanding of the Collegiate Cambridge University, its mission and its need for external funding.

- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.
Location
Jesus College
Cambridge
CB5 8AL

We welcome discussions on flexible working, with the successful candidate expected to be in the office two days a week.

Salary
£45,000-£55,000 depending on experience.

Pension
Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary.

Hours of work
Whilst the average working week will be 36.5 hours per week, there are no conditions relating to times of work but the successful candidate will be expected to work such hours and days as are reasonably necessary for the proper performance of duties. The position will involve some evening and weekend work.

Annual leave
33 days holiday including bank holidays.

Probation period
Six months.

Travel
International travel may be required.

Benefits
◆ Free parking;
◆ Free daily lunch, cycle to work scheme;
◆ Use of gym, tennis courts and Library;
◆ Enhanced maternity/adoption/shared parental pay/sick leave benefit;
◆ Health Care Cash Plan;
◆ Access to a range of family friendly policies and welfare support services.

Equal opportunities
Jesus College is an Equal Opportunities employer. The College is committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity.

Application process
Please apply by submitting a copy of your Curriculum Vitae (CV) and a covering letter highlighting your suitability for the position by email to: jobs@jesus.cam.ac.uk

For an informal conversation prior to applying to this role, please contact Emily Williams at e.williams@jesus.cam.ac.uk