



# Deputy Development Director

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Candidate Pack



Corpus Christi College  
UNIVERSITY OF CAMBRIDGE

# WELCOME



Thank you for your interest in the role of Deputy Development Director at Corpus Christi College. The role is newly established and it is an exciting opportunity to work with a dynamic office, that has delivered increasing momentum and success.

Over the last five years, Corpus has focused strategically on its philanthropic proposition, investing in resource and in engagement activities to transform its impact on its 7300 alumni and friends. I am proud of the work we have achieved as a team in this time, and excited by the opportunities your arrival will provide to inspire more members to enjoy and support their College.

The success of our work means that a pipeline of opportunities is now available to the successful candidate for the role of Deputy Director of Development.

If you are an ambitious and self motivated professional who can bring your fundraising talents to Corpus, to work with our team across development operations and communications, you will strengthen our ability to deliver our key fundraising goals – excellence in education at all levels, student support, widening participation, and the renewal of our beautiful estate.

We are interested in hearing from experienced major gift fundraisers, who pride themselves on making a difference to their institution by inspiring and guiding donors to make transformational contributions to fund Corpus' priorities.

You will be responsible for cultivating and soliciting a donor portfolio of between 100-150 individuals, alongside management oversight for the delivery of our regular giving and donor recognition programmes.

You will have management responsibility for the Development Officer and the Gifts and Finance Officer. Familiar with articulating philanthropic cases for support, you will assume overall responsibility for the content creation of fundraising literature, e-content and philanthropic proposals with the support of our in-house communication team.

Candidates for the role need to have a track record of securing five-figure and six-figure gifts, experience in a campaign environment, and in delivering ambitious fundraising objectives over several years.

Initially, the role is a three-year fixed term contract. A permanent post will be contingent on demonstrating success in all key philanthropic areas.

Corpus remains a strong collegiate community where students, staff and Fellows live and work with each other every day. I thrive in my role and I want every member of my team to thrive too.

In return for your hard work, flexibility and commitment to delivering results, we offer a friendly environment that is committed to supporting your professional career development.

I hope that you are as excited about this role as we are. I will be interested to meet you and hear your ideas about how you would contribute to the success of our team and welcome your application.

A handwritten signature in white ink that reads "Rachel Lawson". The signature is fluid and cursive, with a large initial "R".

**Rachel Lawson**

Fellow, Director of Development and Alumni Relations

# CORPUS CHRISTI COLLEGE

Corpus Christi College is the sixth oldest college in the University of Cambridge. Founded in 1352 by the Guilds of Corpus Christi and the Blessed Virgin Mary, it bears the distinction of being the only College in Oxford or Cambridge founded by its citizens.

The College has a 650-year commitment to teaching and research, carried out on the site of its original foundation in the heart of medieval Cambridge.

Today, Corpus is a relaxed and friendly close-knit College, providing an academic and residential environment for approximately 60 Fellows and 550 students (300 undergraduates and 250 post-graduates) and currently employs around 130 staff.

The main site is located in central Cambridge with other accommodation provided in five main satellites, including the extensive complex at Leckhampton in Grange Road, which provides accommodation for both students and Research and Visiting Fellows.

The College's Parker Library houses a collection of manuscripts of world-historical significance. The library is named after a former Master, Archbishop Matthew Parker.

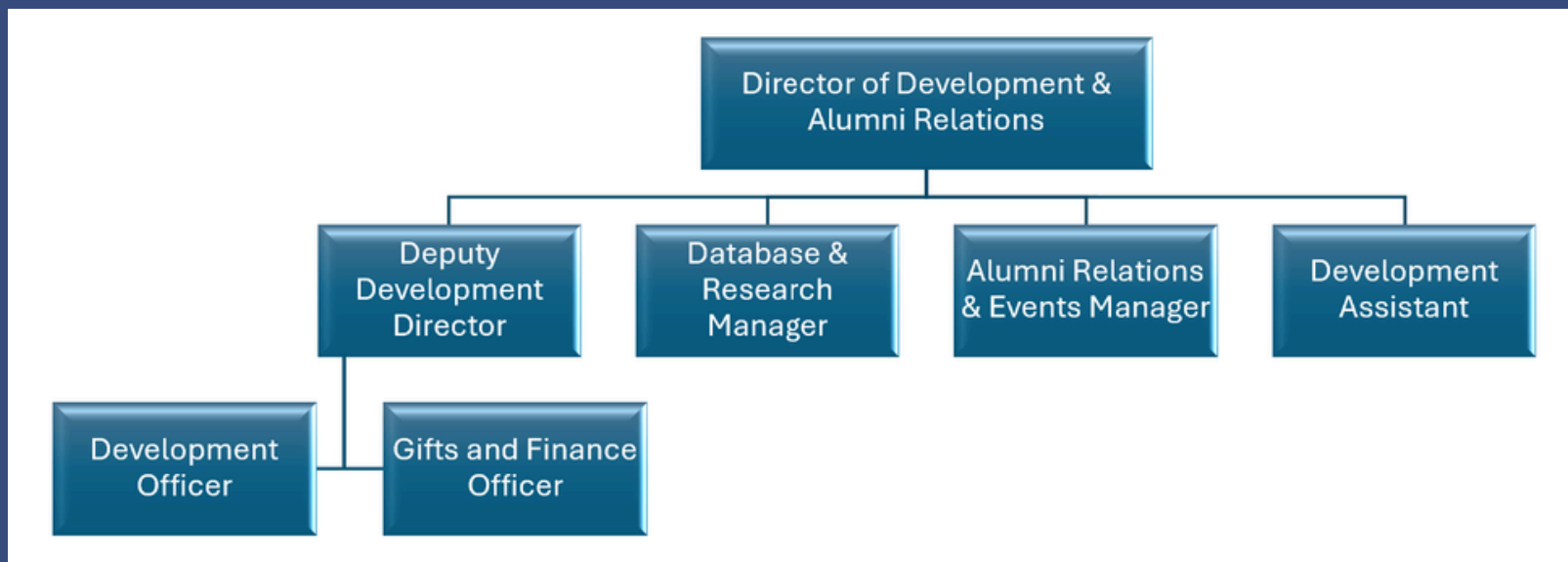


# THE DEVELOPMENT AND ALUMNI RELATIONS OFFICE

The Development and Alumni Relations Office (DARO) at Corpus Christi College engages with the College's 7300 alumni through a range of meetings, events, publications and initiatives throughout the year, allowing alumni and friends to keep in touch with their College, to promote their lifelong association and encourage philanthropic support.

Corpus has a motto, 'Floreant Antiqua Domus', which translated means 'May the Old House Flourish'. By joining the team, you will help to achieve this, ensuring the College's continued success in every aspect of work that you do. Through your work, you will enable the College to understand and build relationships with its current and future alumni community.

Last year Corpus received donations from over 850 donors and ran over 25 events. With your help, the College expects to grow its work. Alumni contribute to a wide range of projects, including student support, our Bridging Course, and capital projects.



# THE OPPORTUNITY

Reporting to the Director of Development, this post is a key position within the Development Office and will appeal to a talented, experienced fundraiser who is motivated by the opportunity to have a formative impact on the College's fundraising at a crucial time.

Building on a platform of strong fundraising performance and alumni engagement, the role-holder will play a pivotal role in enabling Corpus to increase its fundraising from alumni, friends of Corpus and other members of the community in the UK and worldwide. The Deputy Development Director will have management experience to enable them to manage some of the day-to-day operational activities of the office.

The Deputy Development Director will oversee mid-level to major gift fundraising (managing a portfolio of 100-150 prospects), and management oversight of regular and legacy giving, collaborating with the Development Director to run operations and communications, by working closely with the rest of the Development team.

You will be expected to work closely, and build strong and professional working relationships, with a wide range of stakeholders across the College (and wider) community:

- Director of Development and the Development team
- College senior leadership team & Fellows
- College departments, particularly Communications, Tutorial, and the Finance team.
- Development colleagues at other colleges and within the University



# KEY RESPONSIBILITIES

## MAJOR GIFTS & FUNDRAISING

- Work closely with the Development Director to implement the College fundraising priorities, for all levels of fundraising - portfolio specific, regular giving and legacies.
- Manage a portfolio of 100-150 major donors and prospects, typically capable of giving between £50,000 and £250,000, and including some larger prospects.
- To personally raise a minimum additional £250,000 per annum.
- Proactively cultivate relationships with new and existing donors, through in person meetings, digital engagements, correspondence and events.
- Create compelling, tailored presentations, proposals, briefing materials and gift documents to support donor interactions and funding asks.
- To lead Corpus' legacy programme, the 1352 Foundation Society and the donor recognition programme.

## DONOR ENGAGEMENT & STEWARDSHIP

- Plan and undertake a minimum of 75 cultivation and solicitation meetings each year with a focus on finding new prospect opportunities.
- Oversee the production of high quality stewardship communications, such as Impact Report, Pelican Magazine and other recognition initiatives.
- Collaborate with colleagues across the team and College wide to deliver cultivation and stewardship events, dinners and donor receptions and other bespoke opportunities for engagement - in College and beyond.
- Work with the Development Assistant to ensure that stewardship systems and reporting are effectively managed, ensuring that all donors are thanked appropriately and to ensure that stewardship is embedded into the donor journey.

## OPERATIONAL & TEAM LEADERSHIP

- Line manage the Development Officer and the Gifts and Finance Officer, including the review of performance and one to one meetings.
- Lead and manage regular and annual giving, assuring the successful work of the Development Officer.
- Oversight of all gift processing and financial reporting, working closely with the Gifts and Finance Officer to ensure accurate gift recording and reporting. Also to ensure compliance with College protocols and data legislation.
- Oversee philanthropic projects with special interest groups, clubs, and societies.
- Support the coordination and submission of institutional reports.
- Responsibility for leading the Master's Circle of Benefactors recognition work, and overseeing gift acknowledgement in a time sensitive manner.
- Deputise for Development Director in College and external meetings as necessary.

## STRATEGIC CONTRIBUTION & MANAGEMENT

- Contribute to the strategic direction of the College's philanthropy and alumni engagement activity including future campaign planning, prospect segmentation and financial modelling.
- Oversight of the pipeline of gifts to the College and a regular review of progress across philanthropic types.
- Represent the Development and Alumni Relations Office at internal committees and working groups across the College, as appropriate.
- Liaise with counterparts at other Colleges and the University to share best practice and identify joint opportunities.
- Foster a positive and high-performing team culture through mentoring, collaborative planning and skills development.
- Ensure compliance with all relevant legislation and policies including the Code of Fundraising Practice, GDPR, and the Colleges Gift Acceptance Policy.

# PERSON SPECIFICATION

## EXPERIENCE & QUALIFICATIONS



- Proven experience in a senior philanthropy and team leadership role, including direct responsibility for major gift fundraising and donor relationship management.
- Demonstrated success in securing five and six figure gifts and legacies, ideally within higher education or a similarly complex environment.
- Sustained and growing success in regular giving and major gift fundraising, preferably in the context of a comprehensive campaign.
- Experience of line-managing and developing staff, with a commitment to professional development and team cohesion.
- Familiarity with the operations of a collegiate university, such as Cambridge or Oxford.
- Experience of data management, reporting, budgeting with data analysis skills to promote insight driven decision making.
- Proficient in the use of fundraising CRMs (preferably Raiser's Edge NXT)
- Strong understanding of donor stewardship, legacy marketing, and tax-efficient giving.
- Excellent IT skills with experience and understanding of MS Office suite.
- Educated to degree level or equivalent.



## SKILLS & ATTRIBUTES

- Excellent written and verbal communication skills – persuasive, clear, and relevant.
- Confident networker and relationship-builder, with the ability to engage donors, volunteers, Fellows, and students alike.
- Superior interpersonal and hosting skills, demonstrating respect for the formalities and understanding of etiquette within a Cambridge college.
- Diplomatic, discreet, and emotionally intelligent – able to manage confidential information and navigate complex interpersonal dynamics.
- Methodical thinker with superior planning, organisational and data analysis skills.
- Experience of the design and implementation of effective systems and processes.
- The ability to manage multiple priorities and deliver to deadlines under pressure.
- Strong attention to detail to drive continuous improvement, being comfortable in questioning and testing ideas whilst maintaining a collaborative spirit.
- Commitment to the mission and values of Corpus Christi College and to the wider purpose of higher education.

# TERMS & CONDITIONS



## LOCATION

Corpus Christi College,  
Cambridge, CB2 1RH

## SALARY & CONTRACT

The role is a three-year fixed term contract, at a salary of circa £50,000 per annum. A permanent post will be contingent on demonstrating success in all key philanthropic areas.

## REPORTS

Reports to the Director of Development and Alumni Relations. The role line manages the Development Officer and the Gifts and Finance Officer.

## PROBATION

The appointment is subject to an initial probationary period of 6 months. The probationary period may be extended at the College's discretion.

## HOURS OF WORK

The post is a full-time, office-based role, of 37.5 hours per week, requiring a dedicated candidate who will work such hours as are necessary to fulfil the responsibilities of the post.

Flexibility will be required, including working some evenings and weekends for attendance at events.

## BENEFITS

We offer 35 days annual leave (including bank holidays) as well as:

- Workplace pension
- Cashback health plan
- Employee assistance programme
- Death in Service benefit
- Sports facilities including gym, squash courts and tennis courts
- Lunch allowance
- Training & development opportunities
- Local discounts via the University
- Car Parking
- Tax-free childcare scheme

# HOW TO APPLY

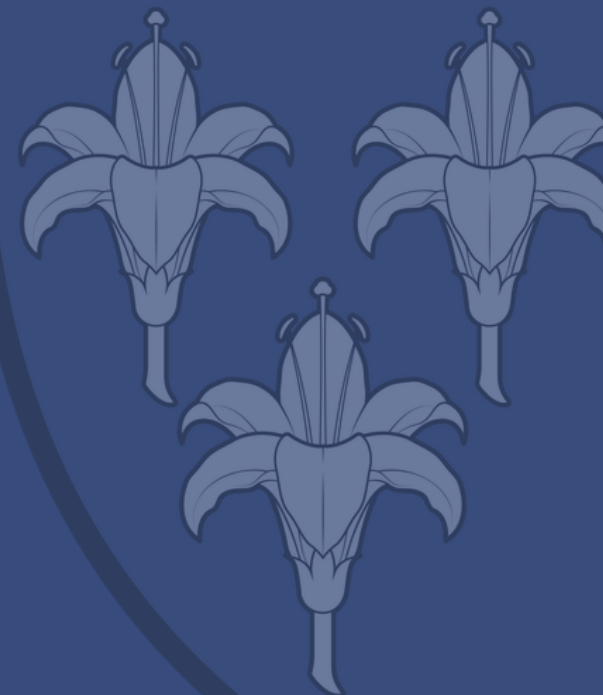
To apply for this role please send a covering letter and CV addressed to the Director of Development and Alumni Relations to [recruitment@corpus.cam.ac.uk](mailto:recruitment@corpus.cam.ac.uk).

For an informal conversation about the role, you may contact the Director of Development and Alumni Relations, Rachel Lawson, to organise a telephone conversation. You can contact Rachel directly by email on [development.director@corpus.cam.ac.uk](mailto:development.director@corpus.cam.ac.uk). Further enquiries about your application may be made by email to the HR department at [recruitment@corpus.cam.ac.uk](mailto:recruitment@corpus.cam.ac.uk).

The deadline for applications is **Thursday 2 April at 12 Noon**. Please note that the closing date for this post may be brought forward if there is a high volume of applicants or extended if there are insufficient applicants. Early applications are encouraged.

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Corpus Christi College is an equal opportunities employer. As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.





## Corpus Christi College

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