Development Associate (35 hours per week)
Salary Circa £45,000 per annum, negotiable for the right candidate, plus pension and benefits.

Trinity Hall has an exciting opportunity to recruit an experienced Development Associate to work in our busy and friendly Alumni & Development Office.

The role-holder will conduct face-to-face meetings and manage a portfolio of alumni with the aim of generating significant additional funding for the College as part of a new fundraising campaign to be launched in 2020.

The successful candidate will need a minimum of 12 months experience as well as an understanding of the principles of professional fundraising. Excellent communication, negotiation and interpersonal skills are essential.

The closing date for this vacancy is 12noon on Monday 10 June 2019. Interviews will be held on Monday 24th June 2019.

Further details and an application form are available at www.trinhall.cam.ac.uk/vacancies or tel. 01223 764660.

Applications should be sent to: jobs@trinhall.cam.ac.uk or Junior Bursar’s PA, Trinity Hall, Trinity Lane, Cambridge, CB2 1TJ.
JOB DESCRIPTION

Job Title: Development Associate

Responsible to: Development Director

Location: Central site, Trinity Hall, but travel elsewhere will be required

Hours of work: Full – time, 35 hours per week

Objective: To undertake ~150 face-to-face meetings per year and manage a portfolio of ~100 alumni with the aim of generating significant additional funding for the College as part of a new fundraising campaign to be launched in 2020.

Experience: Minimum of 12 months experience of face-to-face fundraising or sales.

Main Duties and Responsibilities

- Initiating, developing and building long-term relationships with existing and potential supporters for the benefit of the College.

- Scheduling and undertaking 150 face-to-face meetings during the year with alumni and other potential supporters, many of whom may be first time donors or have given less than £10,000 to date.

- Developing and maintaining a portfolio of around 100 alumni and ensuring their record on the alumni database is kept up to date following meetings and correspondence.

- Fundraising for 5 and 6 figure gifts, to support the College’s objectives which cover student support, teaching, building refurbishment, potential new building projects, clubs and societies, teaching and outreach activities.

- Seeking legacy pledges from alumni, in line with the College’s legacy programme.

- Liaising with Fellows and staff to develop fundraising projects and proposals that align with the College’s objectives.

- Assisting with the implementation of the Trinity Hall Entrepreneurs Network.

- Ensuring that donors within their portfolio are thanked and stewarded properly.

- Liaising with the University Development Office and Cambridge in America about donors as appropriate.

- Reporting regularly on donations raised and providing the necessary information to assist with financial reporting to College committees.

- Attending fundraising events and other alumni events as appropriate.
- Remaining informed on best fundraising practice and regulations pertaining to charities, fundraising and the maintenance of databases.

- With the Development Director and Development Officer exploring and promoting new fundraising initiatives.

- Acting as an advocate and representative of the College, and acting with the College’s best interests at all times, especially when engaging with alumni.

- Undertaking further training when required.

- Undertaking other reasonable duties as may be required by the Development Director.

**After 12 months the post-holder will have been expected to:**

- Have an established portfolio of 100 alumni.

- Have arranged 12 face-to-face meetings per month.

- Be averaging 3-4 asks per month.

- Have raised over £200,000 in support of the College.

- Demonstrate an ability to articulate the College’s fundraising priorities in advance of the campaign launch.

*Trinity Hall reserves the right to change the duties detailed in this job description at any time. Any changes will be introduced following discussion with the post holder.*
## PERSON SPECIFICATION

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<tr>
<th>Qualifications/education</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Educated to A level standard.</td>
<td>• Educated to degree level.</td>
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<th>Skills/knowledge/experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• At least 12 months experience of fundraising from mid-level donors or equivalent experience in a sales environment.</td>
<td>• Knowledge of the University of Cambridge and College structure.</td>
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<td>• An understanding of the principles of professional fundraising and ability to engage in dialogue with a wide range of individuals with maturity and gravitas.</td>
<td>• Experience of working within fundraising for Higher Education.</td>
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<td>• Experience in writing fundraising proposals and reports to donors.</td>
<td>• Experience of Raisers Edge database and Netcommunity.</td>
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<td>• Proficient in MS Office.</td>
<td>• Experience of working within a fundraising campaign.</td>
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<td>• Excellent communication, listening, negotiation and interpersonal skills.</td>
<td>• Target-driven and motivated to raise philanthropic support.</td>
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<th>Personal attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Well-organised and calm under pressure.</td>
<td>• Empathy with the need to diversify funding of Higher Education institutions and the aims of the College.</td>
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<td>• Ability to maintain a high level of professionalism in all circumstances.</td>
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<td>• Able to work off your own initiative, but also willing to work as part of a well-established team.</td>
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<td>• Discreet and diplomatic.</td>
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<td>• Flexible attitude to work and a willingness to travel within the UK and work outside of office hours.</td>
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_Last updated April 2019_
About Trinity Hall and the Alumni & Development Office:

Trinity Hall is one of the oldest Colleges in Cambridge, founded in 1350, and is centrally situated within Cambridge, next to the river. The college has around 350 undergraduates and 250 graduates and has a friendly community atmosphere.

The Master and Fellows are strongly supportive of the alumni relations and development effort. An alumni relations programme has been in place since the mid-1990s when the Alumni & Development Office was established for the College’s 650th anniversary. The team consists of a Development Director, Development Officer, Events Officer, Alumni Communications Officer, Database & Gifts Officer, Alumni Officer (PT) and Volunteers & Stewardship Officer (PT). The College has invested in the Raiser’s Edge NXT database, including Netcommunity and Graduway, and has around 8,500 addressable alumni.

The office runs a busy and varied programme of events, both in College and elsewhere in the UK and overseas, produces three print publications per year, and is responsible for fundraising for the College. The office has raised £2.6M each year on average over the past five years with an average annual giving rate of 14%, which is just above the average for Cambridge colleges.

The College will be launching a fundraising campaign in 2020 with the aim of raising £25 million within five years, with a focus on student support. In order to achieve this goal, we require another fundraiser to manage a portfolio of around 100 alumni capable of giving 5 and 6 figure gifts, and to identify and approach new donors. The postholder will undertake cultivation, solicitation and stewardship meetings face-to-face, introducing alumni and potential donors to the campaign and soliciting gifts to specific projects. Extensive travel to London and around the UK is expected.

In preparation for the launch of the fundraising campaign, the College is developing a strategic plan, stating its objectives for the next five years. A case for support is under development and a campaign advisory group is being convened to help with campaign planning. The campaign will run alongside the University of Cambridge’s own fundraising efforts. The University launched a £2 Billion campaign for Collegiate Cambridge in October 2015 and will be launching its £500 million student support initiative in 2019. We offer a supportive and friendly environment that is committed to promoting the development of staff.