



Sidney  
Sussex  
COLLEGE



UNIVERSITY OF  
CAMBRIDGE

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# PHILANTHROPY LEAD

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CANDIDATE PACK



We have a clear ambition for the future: to ensure that Sidney remains a college of choice for outstanding students and academics, a place to learn, excel and thrive, and a community that combines academic excellence with a strong sense of belonging.

A key part of this vision is the development of our emerging Estates Masterplan, which will shape how our buildings and spaces support learning, research and student life for decades to come. Alongside this, we are strengthening support for students, investing in academic posts and research, and enhancing wellbeing and personal development provision. Together, these priorities reflect our commitment to providing an environment in which talented people from all backgrounds can fulfil their potential.

The Philanthropy Lead will be central to this next phase. Working closely with senior colleagues, Fellows, alumni and donors, you will help build meaningful philanthropic partnerships, secure support for strategic priorities, and ensure that our highest-value supporters experience the impact of their giving in a thoughtful and personal way.

I would be delighted to share more about our aspirations as you explore this opportunity.

A person with dark hair and glasses, wearing a black long-sleeved shirt and blue jeans, is sitting on a wooden picnic table outdoors. They are viewed from behind, looking at a laptop on the table. The setting is a grassy area with white flowers in the foreground and a large, multi-story brick building with many windows in the background, partially obscured by bare tree branches. The scene is brightly lit, suggesting a sunny day.

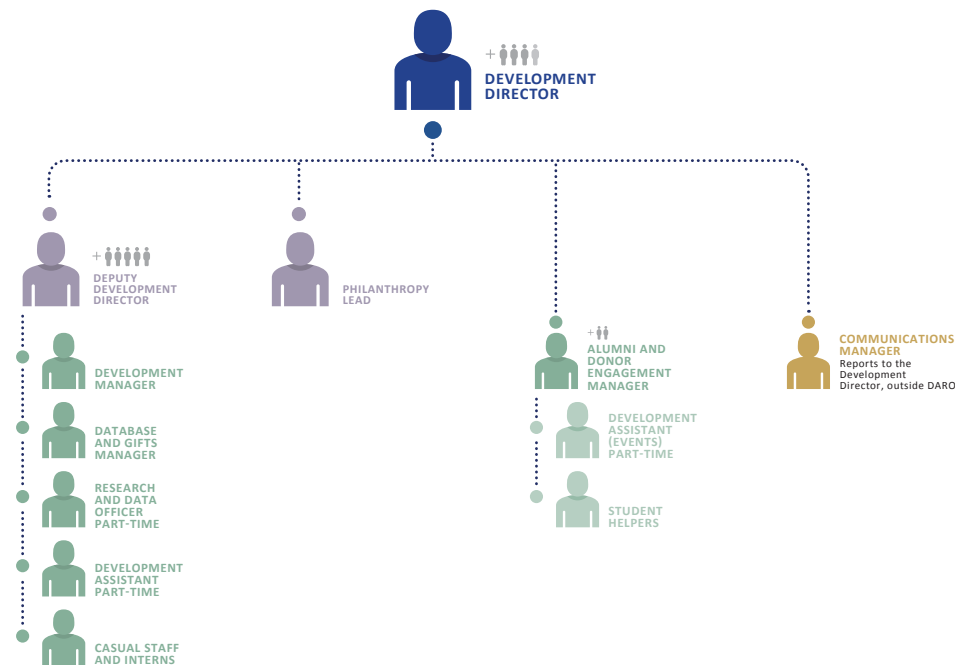
# SIDNEY SUSSEX COLLEGE

**Sidney was founded on St Valentine's Day in 1596 as a result of a generous bequest from Lady Frances Sidney, Countess of Sussex, and was named in her honour. The College has flourished in the years since the 16th century, in large part through the involvement and generosity of its alumni and wider circle of friends.**

Located in the heart of the historic city of Cambridge, Sidney Sussex College is the youngest of Cambridge's "old colleges". We are proud of our 430-year history and are eager to meet the challenges of our time. The College is home to a mutually supportive community of Fellows, students, and support staff who work together to sustain a vibrant living and learning experience for all. The College's charitable purpose is to promote education and research. It is a centre of academic excellence and actively fosters intellectual curiosity, engaged debate, and research across the entire academic community. The College's ambition is to enable all its students to fulfil their academic potential and to flourish as individuals in doing so. We believe that to be as open and inclusive as possible is crucial to achieving these objectives.

Sidney is led by the Master, Professor Martin Burton, and is home to around 80 Fellows and Bye-Fellows, approximately 650 undergraduate and postgraduate students, and more than 112 staff. The College is a registered charity, with overall governance and administration vested in the College Council, which serves as the charity's trustee body.

The College has maintained an active development and alumni relations programme for many years and is connected to approximately 8,200 contactable alumni and friends through



a programme of events, reunions and communications led by the Development and Alumni Relations Office. Major supporters are recognised through the 1596 Foundation and the Master's Circle, which together comprise more than 158 members, while legacy giving is celebrated through the Lady Frances Sidney Circle.

The Development and Alumni Relations Office comprises 6.5 full-time equivalent staff: Development Director, Deputy Development Director, Development

Manager (Regular Giving and Young Alumni Programme), Alumni and Donor Engagement Manager, Database and Gifts Manager, a part-time Research and Data Officer, and two part-time Development Assistants.

# JOB DESCRIPTION

## DONOR QUALIFICATION, CULTIVATION AND FUNDRAISING



- Build, develop and manage a portfolio of approximately 100-150 qualified prospects and donors with the capacity and inclination to make significant gifts to the College.
- Manage prospects through all stages of the donor journey, from identification, qualification and cultivation to solicitation and stewardship.
- Take primary responsibility for converting engaged alumni and supporters into philanthropic donors through strategic relationship-building and effective solicitation.
- Secure gifts in support of College priorities, with a particular focus on five and six-figure gifts and the development of future major donors.
- Conduct regular face-to-face, virtual and telephone meetings with existing and prospective donors.
- Develop and implement tailored engagement and solicitation strategies aligned with donor interests and College priorities.
- Work closely with the Development Director to support major donor engagement and identify opportunities for academic, volunteer and senior leadership involvement.
- Steward donors effectively to encourage long-term engagement, repeat giving and increased philanthropic support.

- Deliver prospect cultivation events, and support the Alumni and Donor Engagement Manager to deliver major donor stewardship events.
- Identify and develop legacy giving opportunities within the portfolio.
- Meet agreed annual targets for donor visits, prospect qualifications, proposals submitted, gifts secured and income generated.

## PROSPECT DEVELOPMENT AND PIPELINE MANAGEMENT



- Lead the identification, research and qualification of new philanthropic prospects from the College's alumni, parent and supporter communities.
- Use data analysis, research, relationship mapping and engagement activity to uncover new fundraising opportunities.
- Produce high-quality prospect profiles, briefing materials and strategic recommendations.
- Maintain a robust prospect pipeline, ensuring timely progression and effective follow-up at each stage of engagement.
- Monitor portfolio activity and giving trends, identifying opportunities to strengthen fundraising outcomes.
- Work collaboratively across the Development and Alumni Relations team to ensure prospect information is shared and fundraising opportunities are acted upon.

## PROPOSAL DEVELOPMENT AND DONOR COMMUNICATIONS



- Develop compelling, tailored funding proposals that inspire philanthropic investment in the College.
- Produce high-quality donor briefings, contact reports, correspondence and meeting materials.
- Deliver stewardship communications, impact reporting and donor recognition activities that demonstrate the value of philanthropic support and strengthen donor relationships.
- Ensure donors receive timely, personalised acknowledgement and excellent ongoing stewardship.

## COLLABORATION AND COLLEGE ENGAGEMENT



- Build strong relationships across the College community, including Fellows, students, senior leadership and other stakeholders.
- Engage colleagues and volunteers in fundraising activity and create opportunities for meaningful donor engagement.
- Work collaboratively with the Alumni and Donor Engagement Manager and wider team to ensure an integrated approach to fundraising, stewardship and alumni engagement.
- Represent the College at selected alumni, donor and College events, acting as an ambassador for the College and its philanthropic priorities.

- Remain informed about fundraising best practice, higher education philanthropy and sector developments, introducing new ideas and approaches where appropriate.

## DATA, REPORTING AND COMPLIANCE



- Maintain accurate, timely and comprehensive records of prospect and donor activity within Raiser's Edge.
- Ensure all fundraising activity complies with relevant legislation and sector guidance, including GDPR, Gift Aid and fundraising regulations.
- Produce regular reports on portfolio activity, fundraising performance and pipeline development.
- Contribute to the setting and monitoring of fundraising targets, forecasts and key performance measures.
- Maintain the highest standards of confidentiality and professionalism in relation to donor information and financial records.
- Attend events and represent the College in Cambridge and elsewhere in the UK and overseas, in a way which effectively promotes the College and enhances its reputation.
- Take part in the College's appraisal scheme and undertake training as required.
- Responsible for your own health and safety in the workplace.
- Undertake any other reasonable request or duties commensurate with your post.

# PERSON SPECIFICATION

## ESSENTIAL



- Educated to degree level.
- Proven success in face-to-face fundraising or another relationship-based role with responsibility for achieving financial targets.
- Experience of managing a pipeline of prospects from identification and qualification through to successful solicitation or conversion (or equivalent).
- Demonstrable ability to build trusted relationships with a wide range of stakeholders, including senior volunteers, donors, clients or customers.
- Strong interpersonal and influencing skills, with the confidence to engage effectively with high-net-worth individuals and senior leaders.
- Excellent written and verbal communication skills, including the ability to produce compelling proposals, briefings and reports.
- Strong organisational and project management skills, with the ability to manage multiple priorities and work independently.
- Experience of using CRM databases to manage relationships and track activity.
- A proactive, self-motivated and target-driven approach, with strong attention to detail and follow-through.
- Flexible and prepared to work out of regular hours and to travel.
- Have the desire to make personal visits to prospective donors and be comfortable with soliciting gifts.

- Have an interest in, and support for, the ethos and aims of Sidney Sussex College and higher educational fundraising.
- Commitment to maintain confidentiality and handling sensitive information appropriately.
- Knowledge of Gift Aid, GDPR and fundraising regulation.

## DESIRABLE



- Experience of fundraising within higher education, education, the charity sector or a membership organisation.
- Knowledge of prospect research and donor qualification methodologies.
- Familiarity with Raiser's Edge or a comparable fundraising database.
- Understanding of the collegiate University of Cambridge environment.



*Sidney Sussex College is committed to equality of opportunity and encourages applications from groups which are under-represented in senior posts in Cambridge.*

# TERMS AND CONDITIONS

## LOCATION



The post is based at Sidney Sussex College, Sidney Street, Cambridge CB2 3HU. However, the nature of the role requires the post-holder to spend a significant proportion of their time away from College, meeting current and prospective donors, typically for two to three days each week. Attendance at College is expected on at least two days per week, one of which must be either Wednesday or Thursday, the team's designated anchor days. A willingness to travel extensively within the UK and internationally to build and maintain donor relationships is essential.

## SALARY



Salary range £45,493 - £51,081, which are points 39 - 43 on the Sidney Sussex College single pay spine. Salary progression within this range is discretionary.

## REPORTS TO



Development Director.

## PRIVILEGES



The post carries dining privileges.

## HOURS OF WORK



The post is full-time, 37.5 hours per week, requiring a dedicated candidate who will work 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 and travel.

## ANNUAL LEAVE



33 days annual leave including public holidays.

## EQUALITY



If you have a disability, then please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.



## PENSION



Membership of the USS contributory pension scheme (current contribution rates are 6.1% by the Employee and 14.5% by the College as the Employer).

## ADDITIONAL BENEFITS



- Free meals in the College servery when open whilst on duty.
- Family friendly policies in place.
- Generous sick pay for employees out of probation.
- Free Gym on site, plus access to University Sports Centre at subsidised rates.
- Cycle to Work Scheme.
- Free flu vaccination.
- Use of College Library.
- Long Service Award (ten, twenty, thirty and forty years).
- Local discounts using University of Cambridge card.
- Training and development opportunities.
- Additional day's holiday in every fifth year of service, to be used in that year.

*All subject to eligibility and availability. Full details available on request.*



# Sidney Sussex COLLEGE

Sidney Sussex College  
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[www.sid.cam.ac.uk](http://www.sid.cam.ac.uk)



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