

JOB DESCRIPTION			
<p>This job description outlines the key outputs required from the Job Holder and the tasks necessary to achieve them. It is not a definitive list and the role may well change and evolve over time.</p>			
Job Title:	Deputy Director of Alumni and Donor Relations	Department	Alumni and Donor Relations Office
Reports to:	Bursar	No of staff reporting	2
Summary of the role:			
<p>The Deputy Director of Alumni and Donor Relations plays a critical part in ensuring that the Alumni and Donor Relations Office works effectively to support the mission, aims and objectives of the College through its stewardship and fundraising activities.</p>			
Key Outputs of the Role			
<ul style="list-style-type: none"> • Managing all aspects of giving opportunities, stewardship and legacy programmes, and investigating new opportunities provided by the base of ~5,000 alumni, Life Members and friends of Clare Hall. • Securing support and gifts from alumni and friends, identifying and cultivating a pipeline of prospects, and developing relationships with existing donors and legators. • Building and developing an effective alumni relations and fundraising team, including line management of the Alumni and Annual Fund Officer and the Alumni Data Manager. 			
Outline the key tasks necessary to deliver the outputs defined above:			
<ol style="list-style-type: none"> 1. To raise funds for the College from alumni, individuals, corporations and trusts, working with the Alumni and Donor Relations Office (ADRO) team, senior colleagues, key volunteers, the Fellowship and the University of Cambridge as appropriate. 2. To work with the Alumni and Annual Fund Officer in the stewardship of donors to College and ensure all donors are adequately informed and thanked for their gifts and the wishes of donors are fulfilled, as well as managing the relevant stewardship societies and giving circles. 3. To work with all members of the ADRO team to identify and research major donor prospects; to plan and undertake cultivation and solicitation meetings with mid-level prospects of all types. 4. To develop strategy for, implement and manage the regular giving programme and the legacy programme; to monitor payment and reminder activity on pledges and regular giving. 5. To develop new fundraising initiatives to align with the College’s objectives, to include new Giving Circles. 6. To support the department’s events strategy, including budgeting and attending events as required. 7. To manage the day-to-day planning and operation of the Alumni and Donor Relations Office including budgetary oversight and line management of ADRO staff. 8. To report regularly on progress and performance, including pledges and donations raised, to the Development Committee, Council and Governing Body and provide information to assist with financial reporting. 9. To be responsible for ensuring due diligence and clearance procedures are carried out for all potential donors. 			

10. To support the department's adherence to current and upcoming data legislation, including GDPR, and to support the department's compliance with fundraising and charity regulatory bodies.
11. To liaise with the Cambridge University Development and Alumni Relations Office and Cambridge in America, and to represent the College on the Cambridge Colleges Development Committee.
12. To undertake any other reasonable tasks which may be necessary in order to assist the efficient and effective running of the Office and its programmes.

Additional Responsibilities:
Decision Making Authority:
Budgetary Responsibility

The Alumni and Donor Relations Office budget may be delegated in part to this role.

Practical / Physical Requirements:

The role is office based with occasional travel.

Briefly state any other relevant information:

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.