



JOB AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

JOB DESCRIPTION

Job title:	Head of Philanthropy
Department:	Development Office
Job purpose:	Leading major giving activity for Darwin College
Specific duties:	<ul style="list-style-type: none">• Manage an evolving portfolio of 100–150 principal and major gift donors/potential donors• Identify, cultivate, solicit and ensure appropriate stewardship• Raise an agreed annual financial target of new donations, through systematic face to face cultivation and solicitation of alumni and external donors/prospects, including trusts, foundations and companies• Develop strategies and engagement plans for each potential donor, matching College priorities with donor interests• Prepare and present compelling proposals for giving opportunities to donors• Steward donations from major supporters in a strategic manner to develop and enrich long-term relationships donors and the College• In collaboration with the Donor Relations Officer, manage timely reporting to donors according to their criteria, interests, and expectations• Manage enquiries from donors, potential donors and alumni in a welcoming, friendly and helpful manner, ensuring requests are acted upon speedily and efficiently• Ensure that interactions with donors are recorded in a timely fashion on the database
Works with:	<ul style="list-style-type: none">• Director of Development• The Master and other Senior College Officers• Fellows• Heads of Department• Alumni, donors, and potential supporters• University Development & Alumni Relations Office• Cambridge in America
Responsible for:	
Responsible to:	<ul style="list-style-type: none">• Director of Development



JOB AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

Experience:	<ul style="list-style-type: none">• Successful track record of raising major gifts, or similar target driven customer relationship management• Experience of using customer relationship databases to manage and drive major gift/customer activity• An ability and enthusiasm to work independently as well as collaboratively with all stakeholders• Ability to form positive relationships with a wide range of current/potential supporters• International fundraising experience and cultural awareness/sensitivity
Skills:	<ul style="list-style-type: none">• Strong communications skills, oral and written• Ability to learn quickly and think creatively, with a practical approach to problem solving• Tact, diplomacy, resilience and self-awareness• Ability to form positive relationships with a wide range of current/potential supporters• Commitment to the ethos and purpose of Darwin College• Ability to work alone and as a part of a team
Special requirements:	<ul style="list-style-type: none">• A willingness to work to a flexible schedule and to travel internationally

REVIEW

Reviewed by Head of Department:

Signature:

Name:

Date:

Seen by Bursar:

Date: