



**DARWIN COLLEGE**  
CAMBRIDGE

**Head of Philanthropy**

**Candidate Pack**



# A message from the Master

Thank you for your interest in joining Darwin College.

Our community of Fellows, students, post-doctoral researchers and staff is intellectually curious, egalitarian, informal and welcoming – a multi-generational extended family which now extends to over 10,000 alumni spread across some 120 nations.

To enhance the College and our global impact, we have recently developed a Strategic Plan that focuses on five areas:

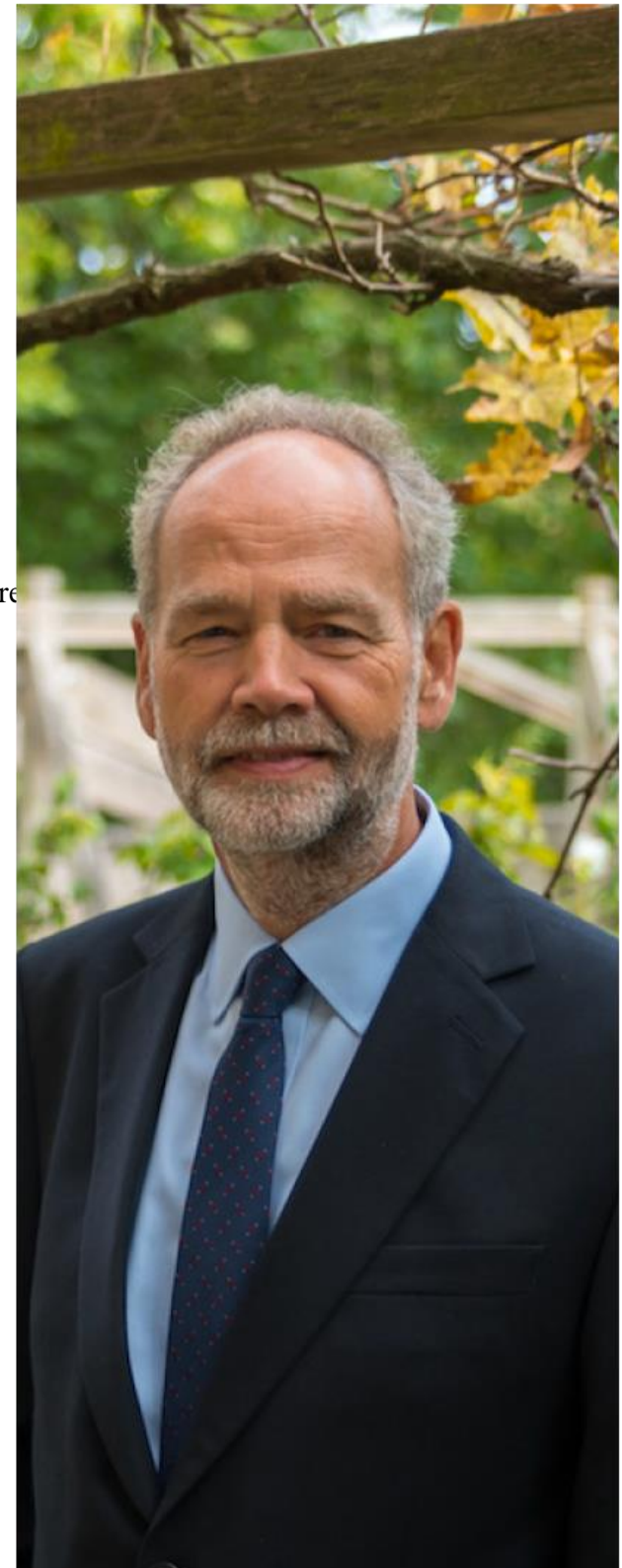
- acting on and promoting solutions to global challenges, including sustainability
- strengthening our academic excellence and research impact
- fostering a diverse and inclusive College community that nurtures our students
- improving our College estate, facilities and services
- expanding and diversifying our revenue.

Over the last ten years the College has grown its income and expanded its engagement with alumni. Building on these solid foundations, and following the adoption of the Strategic Plan in 2022, we are now launching our first major fundraising campaign to ensure we can deliver on our aspirations.

A major element of our campaign and ongoing fundraising will be securing major and principle gifts from alumni and other potential benefactors. To lead this effort we are seeking an experienced, dynamic and professional Head of Philanthropy who shares our vision and values. If joining our dedicated and vibrant community appeals to you, please do apply for this exciting senior role at Darwin College, to play a vital part in nurturing outstanding people and ideas to change the world.

**Dr Mike Rands**

**Master**



# A message from the Director of Development

Dear Candidate

There has never been a better time to join the Darwin College development team. In the last year we have strengthened the team to four full-time colleagues and we are looking for a fifth team member to join our friendly and dynamic office.

I have personally found the College to be refreshingly down to earth and willing to take on new ideas. Our alumni have strong affinity with the College and this has already been demonstrated in a fantastic response to the early part of our 60th anniversary fundraising campaign.

The team describe themselves as welcoming, supportive, hardworking, fun and inclusive. We have great working relationships with the senior leadership and other teams in the College who all contribute to the work we do. This includes the Fellows – willing to meet with groups of alumni and donors around the world on their travels and make their own contributions - 75% of them recently made a gift to the College during our Giving Day. It is a daily privilege to work with such world leading academic colleagues.

Many of our identified potential donors are already keen to have conversations about a gift to the vision of the College Strategic Plan. The stage is set for success with a number of major gifts to be announced later this year and many more potential donors identified. To develop these donor relationships, a collaborative nature will be essential. I work closely with colleagues at the University development office and Cambridge in America to create and implement donor centric plans and we are looking for someone with a similar ability to bring ideas together with others.

The development team is small but achieves an impressive impact and we have a clear plan of action to work together. If you are a natural collaborator and excited by the vision of the College, we would be delighted to receive your application to join us.

**Fiona Duffy**  
**Director of Development**

# The story of Darwin College

Darwin College was founded for the advancement of education, learning and research. Explicit in the College's Strategic Plan is our recognition of the challenges facing the wider world and our commitment to being part of their solutions. Current Fellows include those leading the way in climate science, vaccine development, polar research and many more, and our students follow in their footsteps.

Established in 1962 by Trinity, St John's and Gonville & Caius Colleges, and with a major donation from the Rayne Foundation, Darwin was the first graduate-only College at the University of Cambridge. It was incorporated by Royal Charter in June 1976 and is now registered as a UK educational charity.

The College was established at Newnham Grange (still the cornerstone of the College's current estate), a riverside property that had been the home of descendants of Charles Darwin from 1885 to 1963. When the site was acquired for the College, the family generously gave permission to use the Darwin name and members of the Darwin family remain an active part of the College community.

From an initial intake in 1964 of 12 PhD students and 12 Fellows, the College has grown to a present-day community of around 800 postgraduate students, 50 Official and Professorial Fellows, 24 Research Fellows, 70 post-doctoral associates, 50 staff and a variety of other members.

## **Governance and Finance**

Authority in the College is vested in the Governing Body, of which all Official, Professorial and Research Fellows are members. As a Charity, the Trustees are the Fellow and student members of the College Council. College business is overseen by College Committees of Fellows and students, supported by our professional staff. The Darwin College Student Association plays an active role in supporting extra-curricular activities, as well as in the governance of the College.

The College has an endowment of some £33 million and an annual turnover of around £7 million. Income is derived from student fees, rental charges, interest from investments and fundraising. The vision for a major fundraising campaign is to secure an additional £60 million in addition to usual annual support.



# Why join Darwin College?

We are:

- International, interdisciplinary and diverse, with up to 800 postgraduate students from over 75 countries in any one year.
- Intellectually rigorous and research-intensive, and home to the largest number of PhD students of any Cambridge College.
- Egalitarian, inclusive, informal and welcoming.
- A multi-generational extended family, sharing College spaces and facilities with the whole community. We welcome families, and value the ongoing involvement of our alumni and Emeritus Fellows.

We are committed to addressing global challenges. The world is facing a growing number of social, economic, political and environmental concerns, which research and academic communities have an opportunity and a responsibility to try to address. Our Fellows, students, staff and alumni engage with many of these, from inequity to sustainability, through College-wide activities as well as through their research, education and individual actions.

Our vibrant Darwin College Student Association organises a diverse range of social and welfare events, represents the student voice in College decision-making, runs over 30 clubs and societies, and provides excellent peer support to fellow students including various underrepresented groups.

Our Fellows, students and Officers play an inclusive role in College Governance and decision-making.

The College is based in a cluster of former family homes with beautiful informal gardens, alongside the river Cam (with two islands and a punt house), at the heart of the University and adjacent to the City Centre. We provide outstanding catering, a diverse range of accommodation and communal spaces for students, and claim the best College Bar in Cambridge. We are open for students and Fellows all year round, and for many of them, the College *is* their home.

The College was established in the home of a family which had for decades played a significant role in the intellectual life of Cambridge. We maintain an ongoing association with the extended Darwin family, whose name we are proud to carry.



# Position Specification

As Head of Philanthropy, you will work with a small team of professional staff who comprise the Development and Alumni Relations Office. You will be line-managed by the Director of Development.

## Major duties and responsibilities

- Manage an evolving portfolio of 100–150 principal and major gift donors/potential donors
- 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 interest
- Prepare and present compelling proposals for giving opportunities to donors
- Steward donations from major supporters in a strategic process to develop and enrich long-term relationships with donors and the College
- In collaboration with the Donor Relations Officer, manage 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

## Experience and Skills

- A 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
- Strong oral and written communications skills
- An 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
- International fundraising experience and cultural awareness/sensitivity
- Commitment to the ethos and purpose of Darwin College
- Ability to work alone and as a part of a team. A willingness to work to a flexible schedule and to travel internationally



# How to apply

- Please apply by submitting a copy of your Curriculum Vitae (CV) and a covering letter highlighting your suitability for the position, by midnight on 1<sup>st</sup> November 2024 by email to: [recruitment@darwin.cam.ac.uk](mailto:recruitment@darwin.cam.ac.uk)
- If you would like to have a confidential discussion about the position please email [DARTalentManagement@admin.cam.ac.uk](mailto:DARTalentManagement@admin.cam.ac.uk)
- First round interviews will be held as applications are received. Final panel interviews will be held in November for those invited to that stage.
- Salary range £45,000 to £55,000 pa plus benefits. Negotiable for an exceptional candidate.
- We are very happy to discuss flexible and part-time working arrangements
- The College offers a generous benefits package with 33 days annual leave, pension contribution, gym access, and more

