



UNIVERSITY OF
CAMBRIDGE

Development
and Alumni
Relations

Careers in Development and Alumni Relations



Candidate Information Pack
Head of Development,
Brain and Mind Health

November 2024

Letter From Mary Jane Boland



Dear Prospective Candidate,

Thank you for your interest in the position of Head of Development, Brain and Mind Health. I am delighted that you are interested in this incredibly exciting role.

Development and Alumni Relations is a dynamic and friendly place to work – and it is an exciting time to join our team. The Cambridge University Health Partners team is a warm and friendly group, committed to enabling each others' success and to raising funds to expand and accelerate the world-class research that takes place at Cambridge's School of Clinical Medicine. We are a team that looks to innovate and transform approaches to fundraising, leading the sector and working at the cutting edge of what we do.

I joined the University of Cambridge in 2021 and am excited to be recruiting this critical role which has significant opportunities to grow philanthropic support for brain and mind health.

Either directly or indirectly, Brain and Mind Health impacts all of us on a daily basis. It is expected that depression is soon going to be the single biggest cause of disability globally, while 47 million people worldwide are already living with dementia. These disorders have a dramatic effect on quality of life and a profound impact on caregivers, families, and wider society. Across the globe, mental health disorders cost the economy over \$2.5 trillion each year, more than cancer and heart disease combined. Covering vast and highly diverse areas from children's mental health to the cognitive conditions of ageing such as Alzheimer's disease, psychiatric and neuroscientific research is at the forefront of medical advancement.

The future Cambridge Institute of Brain and Mind Health will form the heart of a redeveloped neuroscience district on the Cambridge Biomedical Campus. We urgently need to discover new treatments, based on an advanced understanding of brain and mind function. It is in response to this pressing global challenge that the University of Cambridge is establishing a dedicated neuroscience district on the Biomedical Campus, concentrating on a single site, in state-of-the-art facilities, our vast and interdisciplinary research network in this field.

Bringing together academics from across the departments of Clinical Neuroscience, Neuroscience, Psychiatry, and Psychology, Cambridge's Brain and Mind Health community seeks to advance our understanding of the disorders which will affect one in four of us across our lifetimes.

If you are passionate about making a difference and have a real interest in brain and mind health and in developing your fundraising career, then please apply.

I look forward to hearing from you.

Best wishes,

Mary Jane Boland
Director of Development,
Cambridge University Health Partners

The Position



Here at Cambridge University's Development and Alumni Relations office, we are looking for a new Head of Development, Brain and Mind Health to join our successful and rapidly expanding fundraising team.

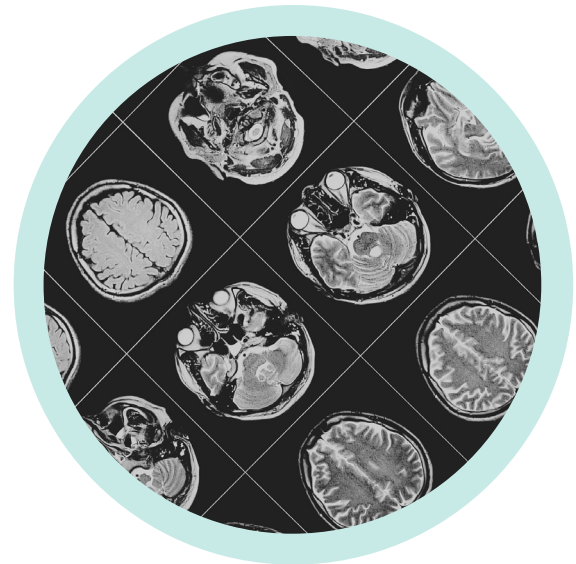
The position of Head of Development, Brain and Mind Health is an exciting opportunity for someone who is naturally collaborative, entrepreneurial and innovative, has a strong track record in major gifts fundraising or equivalent experience, and wants to have a major impact on a world-renowned institution.

You will be responsible for developing and implementing the major gifts fundraising and engagement plan for brain and mind health, building on existing relationships to continue to develop networks and further develop philanthropic opportunities. You will also identify new opportunities and build a sustainable and ambitious fundraising programme.

The Head of Development is expected to generate six- and seven-figure gifts from individuals (alumni and non-alumni), trusts and foundations, and corporations.

The position sits in the Cambridge University Health Partners (CUHP) Team and reports to the Director of Development, CUHP.

The role represents an exciting opportunity to develop a major gifts programme for one of the world's leading and best-known universities working in an area which will have significant impact on one of today's most urgent issues.



About Development and Alumni Relations



We are a friendly, engaging and energetic Development and Alumni Relations team who work hard to deliver on the University of Cambridge's significant potential. Although the name and reputation of Cambridge are known worldwide, you will find it a down-to-earth and welcoming place to work where your experience will be recognised and valued.

For more than 800 years, the University of Cambridge has championed brilliant minds, facilitated collaboration, and encouraged the development of world-changing ideas that have given birth to breakthroughs across virtually every academic discipline.

These advances are made possible in large part through Cambridge's history of commitment to success in fundraising. Philanthropy has long been key to enabling the collegiate University to meet its mission of contributing to society through the pursuit of education, learning and research at the highest international levels – and, as funding for higher education grows more and more challenging, philanthropy has never been more important than it is today.

The University continues to invest significantly in Development and Alumni Relations, recognising philanthropy as a fundamental pillar of our long-term success. As highlighted in the [Vice-Chancellor's annual address](#), philanthropy is not just a support function - it is embedded in the University's core strategy, shaping critical decisions and driving transformative initiatives, such as student support. This commitment positions us to lead the sector in innovative and forward-thinking approaches to fundraising, ensuring we continue to make a lasting impact on education and research.



The Development and Alumni Relations Office

The University of Cambridge Development and Alumni Relations office is responsible for fundraising and alumni and supporter engagement.

We raise major philanthropic gifts from alumni and non-alumni sources, encourage lifelong relationships between the University, its alumni and supporters, and ensure that the worldwide community of more than 320,000+ alumni is informed about developments within the University and equipped to be effective ambassadors and advocates.

Cambridge in America (CAm) is the fundraising and alumni and supporter engagement arm for Collegiate Cambridge in the most developed philanthropic market globally, the United States of America. [Find out more about CAm.](#)

The Development and Alumni Relations office and CAm work with each other and their advancement counterparts in the 31 Colleges to maximise the philanthropic opportunities for the Collegiate University. [Read more about Cambridge University and its structure.](#)

Our campaign

It's an exciting time to join our team as we build on our successfully concluded "Dear World, Yours Cambridge" fundraising campaign. The momentum created by the campaign is unique and we are investing now in the team that will build on our success and take us into the future.

With plans underway for our next major fundraising campaign, set to launch in two years, you'll have the opportunity to work on innovative joint gift opportunities and initiatives, particularly in education and student support.

By collaborating closely with our Colleges, you'll help shape a campaign that makes a lasting impact on our students and the University community. [Read more about the campaign's impact](#)

About us

With more than 140 staff members, Development and Alumni Relations is a lively, collaborative and stimulating place to work. We enjoy each other's company and make time to have fun, whether with baking competitions, book clubs or fundraising for local Cambridge charities - to name just a few.

We understand that our success is assured when we work collaboratively. We come from many different backgrounds and nationalities, and we know the positive contribution that difference, diversity, and mutual understanding bring to our workforce.

We are proud of our Major Gift Officer Learning Series - a bespoke fundraising curriculum based on research-driven best practice in the fundraising industry, an exciting and career-building development and learning programme for staff. [Find out more about us.](#)

We strive to be values-driven and our Peer Recognition Initiative recognises individual members of staff each month who have demonstrated one or more of our five Values - Collaboration, Accountability, Respect, Passion and Excellence. [Read more about our mission, vision and values.](#)

Moving to Cambridge?

Here's what we can offer you



Living in Cambridge

Cambridge is a vibrant, historic city known for its stunning architecture, world-class museums, and cultural richness. Whether you're strolling through the University's ancient Colleges, exploring the scenic River Cam, or enjoying a show at the Corn Exchange or Arts Theatre, there's always something to see and do. The city also offers a lively food scene, with great restaurants, cafés, and bars scattered across Bridge Street, Regent Street, and Cambridge Leisure Park. Annual events like the Cambridge Folk Festival and Science Festival further enhance its cultural appeal.

With our office centrally located at 1 Quayside Bridge Street, you will be perfectly positioned to enjoy Cambridge's offerings on a regular basis. From boutique shopping and the historic market to peaceful green spaces and riverside walks, everything is just a short stroll away. Whether it's grabbing lunch at a nearby café, unwinding by the river after work, or catching a theatre performance, the vibrant energy of Cambridge is right on your doorstep.

Beyond the city's charm, Cambridge is surrounded by beautiful green spaces, the Cambridgeshire Fens, and historic sites like Ely Cathedral and Newmarket Races. Its proximity to London, just 50 minutes by train, adds to its appeal, making it an ideal location for those seeking both tranquillity and the buzz of city life.

Relocation from Outside the UK

The University has an arrangement with three international removers and shippers, to undertake the removal of household effects to Cambridge from overseas.

Reimbursement of Relocation Expenses

Reimbursement is available for moves within the UK provided your previous residence is not within reasonable daily travelling distance and as a consequence of the move you are changing your main residence rather than acquiring a second home.

Visa Loan Scheme

Staff members have access to the Visa Loan Scheme, which provides loans of up to £8,000 to use towards meeting the costs associated with Tier 2 visas for staff members and their dependants.

Rental Deposit Loan Scheme

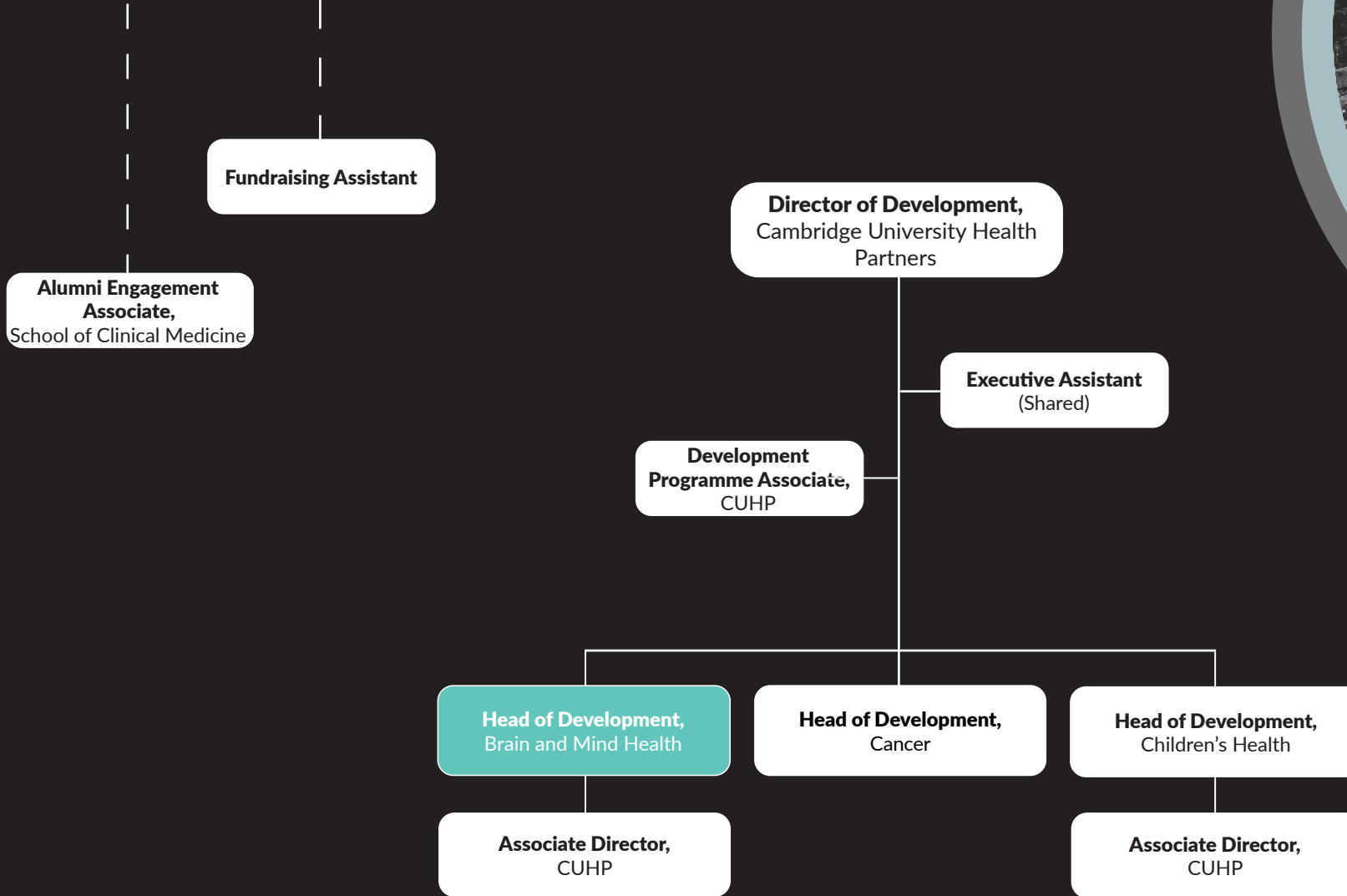
The University is committed to providing employee benefits which support staff in securing living accommodation in and around Cambridge. The Rental Deposit Loan Scheme provides an interest free loan of up to £3,000. This can be used for some of the costs associated with private rental accommodation, such as initial deposit, first month's rent and other fees.

Accommodation Services

The Accommodation Service exists to help you in your search for a home in Cambridge. We have over one hundred years' experience of assisting members of the University to find accommodation. We provide access to properties, both within the private sector as well as University-owned properties, which includes newly constructed, purpose-built and highly sustainable homes for staff in a new district at the North West Cambridge Development.

Organisational Chart

Cambridge University - Cambridge University Health Partners



Job Description

Key Duties and Responsibilities



Developing Fundraising Priorities and Strategy

- Identify and refine fundraising priorities and operational plans in partnership with the Director of Development, Cambridge University Health Partners (CUHP), Heads of Department of Clinical Neuroscience and Psychiatry and their senior academics, to develop the strategic and operational plans to deliver the priorities and agreed targets.
- Partner with CUHP and academic colleagues to develop appropriate collateral, such as cases for support.
- Work with academic leads and the Director of Development, CUHP, to develop strategic and operational plans for identifying fundraising priorities. This will include, at least for major capital projects, specific plans and strategies to deliver the fundraising targets for those projects.
- Develop an understanding of Cambridge research in brain and mind health, sufficient to communicate its underlying aims and objectives and fundraising priorities to potential donors.
- Work with the Director of Development, CUHP and senior academics, as well as the appropriate Development and Alumni Relations colleagues, to develop, refine and articulate prioritised fundraising needs for the Department. Monitor this over time to ensure they continue to reflect Department priorities.
- In collaboration with the Prospect Management Team, develop donor gift pyramids and paths to success including different funding sources (individuals, trusts and foundations and corporates) and develop prioritised work plans accordingly.
- Coordinate and communicate with Development colleagues across Collegiate Cambridge and Cambridge in America to ensure effective, joined up fundraising.
- Prepare and deliver reports on fundraising progress and outcomes for Development and Alumni Relations and School stakeholders.
- Based on knowledge and experience of major gifts fundraising success, provide constructive feedback to internal and School colleagues to ensure that articulated fundraising priorities are likely to find support among the donor community.
- Work with Development and Alumni Relations Communications colleagues to develop appropriate strategic support documents for priority projects and opportunities for dissemination to potential donors.
- Communicate with Development and Alumni Relations colleagues as fundraising priorities emerge and develop.
- Prepare and deliver reports on fundraising progress and outcomes for Development and Alumni Relations and School stakeholders.
- Collaborate broadly with fundraising colleagues both within the Cambridge University Health Partners team and with colleagues in other fundraising teams where appropriate.

Job Description

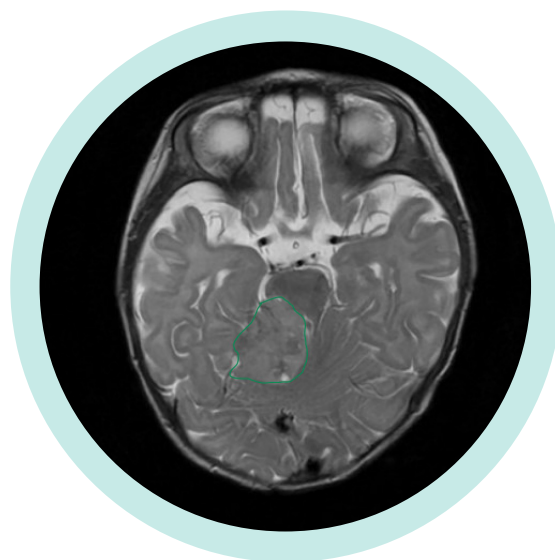
Key Duties and Responsibilities



Delivering the Strategy - Cultivation of Prospects

Work with the Clinical School's Departments to deliver the plans and strategies, including:

- Work with the Prospect Management Team, academics, donors, volunteers and fundraising colleagues (including Cambridge in America) to identify potential prospects and develop significant philanthropic relationships.
- Build and manage relationships, primarily on behalf of the Departments of Clinical Neuroscience and Psychiatry, with potential major donors capable of making gifts between £100,000 and £10 million+.
- Make virtual and face-to-face donor visits (c. 10-15 per month), participate in events, and communicate through various channels to assess prospects' philanthropic interest in Collegiate Cambridge in general and articulated fundraising priorities in brain and mind health.
- Develop and implement effective cultivation/solicitation strategies with potential donors to motivate significant gifts to match fundraising priorities.
- With colleagues from other Development and Alumni Relations teams, support colleagues in their communications and development work with alumni, in support of the key priorities.
- Ensure that potential donors whose primary interest is discovered to be outside the area of brain and mind healthcare are passed for management to appropriate major gifts fundraising colleagues either within Development and Alumni Relations or the Colleges.
- Working with colleagues in the Events team at Development and Alumni Relations, devise and oversee strategic cultivation events, and events focussed on specific major needs involving academics and prospective donors to increase the likelihood of major gifts.



Job Description

Key Duties and Responsibilities



Gift Solicitation and Settlement

- Solicit and secure major philanthropic gifts (£100,000 to £10 million plus) from individuals, trusts and foundations and corporates to meet prioritised funding needs in brain and mind health, working in partnership with academic, Development and Alumni Relations and CAM colleagues, and volunteers to prepare and make the solicitation in the most effective way (in person, jointly, and/or via a bespoke written proposal).
- Working in partnership with the School and Settlement colleagues, ensure gift closure and satisfactory settlement and recording of major gifts and commitments.
- In collaboration with Development and Alumni Relations colleagues, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.

Stewardship

- Rooted in the principle that prior donors are the best future prospective donors, work closely with the School and Development and Alumni Relations colleagues in the Stewardship team to develop and oversee implementation of effective stewardship plans so that donors understand the impact of their gifts and feel motivated to make further significant gifts to the Department and to Collegiate Cambridge.
- Ensure that effective stewardship also motivates prospective donors and enhances the University's overall reputation as a worthy and effective recipient of philanthropy.



Job Description

Key Duties and Responsibilities



Management

- Develop and strengthen the understanding of major gifts fundraising amongst academic leadership by means of workshops, seminars, and one-to-one conversation and training, with the objective of ensuring that these people can lead or contribute effectively to fundraising efforts for maximum effectiveness and impact.
- Manage the fundraising activity of one or more major gifts fundraiser and assistant if the role requires it.
- Carry out training of Development and Alumni Relations or College development colleagues as needed.
- Manage volunteer relationships, including with any volunteer bodies created to support brain and mind health fundraising priorities.
- Ensure that fundraising data relating to major gift fundraising is collected, organised and managed effectively and according to the policies and protocols of the University. This includes conscientious and timely updating of the alumni and donor database managed by Development and Alumni Relations.
- Act as a role model to other team members, supporting a motivational environment where people are challenged, developed, encouraged and supported to achieve outstanding results.
- Influence senior internal stakeholders, leadership volunteers, and potential donors.
- Work collaboratively across the Development and Alumni Relations office fostering coordinated teamwork and support between functional teams to ensure deliverables relevant to brain and mind health fundraising priorities.
- Lead and manage the development function and ensure coordination with Development and Alumni Relations Office teams.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively and develop this sense of personal responsibility within the team.
- Using existing structures, develop new groups where required to articulate needs in more detail and to oversee regular discussions across departments on School-wide priorities. This is likely to require the post holder to manage conflicting views across a disparate network of professionals and bring these discussions to workable resolution to enable focussed fundraising planning and activity to proceed.

Person Specification



Education and qualifications

- Educated to degree level or equivalent level of experience is essential

Relevant experience

- Proven track record of securing significant philanthropic investment or equivalent.
- Proven track record in working with academic leaders (or analogous leaders from charitable sector).
- Expert technical and professional skills in major gift fundraising including up to date knowledge of relevant legislation.
- Demonstrable capacity to analyse, think critically, strategically and to innovate.
- Track record or working at a senior level with multi-stakeholders.
- Experience of working in Higher Education or not-for-profit sector and understanding University of Cambridge, its mission and its need for external funding is desirable.



Person Specification



Specialist knowledge and skills

- Numerate and data literate, in respect of methodologies for effective analysis and presentation of data.
- Ability to manage a small team as well as to work as part of a wider professional team and to contribute to the development of fundraising for Cambridge as a whole.
- Ability to communicate complex scientific concepts and ideas to a range of audiences.
- Self-motivated and able to take initiative, with an ability to respond rapidly and professionally in situations where it may not be possible to seek guidance.
- Ability to build empathetic relations with high-net-worth individuals in a variety of professional and high visibility positions.
- Ability to communicate persuasively and effectively, utilising personal sensitivity, creativity and tact, often with disparate outlooks, aims and objectives.
- Excellent negotiation skills.
- Excellent social skills and cultural understanding, and a high level of communication skills, both oral and written.
- Highly opportunistic and able to take the initiative on own when the situation demands it.
- Tenacity, drive and imagination.

Additional Requirements

- The ability to engage and identify with the ethos and objectives for excellence in research and teaching across disciplines.
- Willingness to work out of regular hours and to travel.
- To be comfortable working with and contributing to online donor and relationship management databases.
- To possess a strong natural drive towards getting into the field; a desire to be actively engaging with donors and potential donors to Collegiate Cambridge.
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.
- To have the gravitas required to command respect among senior stakeholders across Collegiate Cambridge; within the development office; and among volunteers, donors and potential donors to Collegiate Cambridge.
- To understand and be able to work within the politics and protocols of University life at a senior level.

Terms and Conditions



Location

1 Quayside Bridge Street
Cambridge CB5 8AB

We practise a hybrid working model and the successful candidate will be expected to be in the office for a minimum of two days a week.

This role will be granted the opportunity to work from home regularly but must be able to commute to Cambridge University on a flexible weekly schedule based upon business needs. This schedule is based on agreed upon guidelines of the department of work. Cambridge University Development and Alumni Relations reserves the right to change remote work status with notice to employees.

Salary

Grade 10, £61,198- £70,917 per annum
New staff may be appointed at the lower end of the salary band. The salary scale has been shown to indicate future salary progression to the top of Grade 10.

Hours of work

There are no conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your line manager.

Length of appointment

Permanent

Probation period

9 months

Annual leave

33 days plus Bank Holidays, but including fixed periods at Christmas when the Department/office is closed. The period for calculating entitlement to annual leave in any particular year is the academic year: that is, 1 October to 30 September.

Pension eligibility

Universities Superannuation Scheme (USS) Pension scheme details are available on the University web pages. [Found out more about USS.](#)

It is a legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme. [Read more about the automatic enrolment.](#)

Retirement age

The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff BUT for established academic and academic-related staff, the University operates a retirement age which is at the end of the academic year in which the University officer reaches the age of 69.

Pre-employment checks

The University has a legal responsibility to ensure that you have the right to work in the UK. If you do not have the right to work in the UK already, any offer of employment made to you will be conditional upon you gaining it. [Read more on our Right to Work checks.](#)

University of Cambridge



Equality, Diversity & Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. [Read more about equality and diversity here](#)

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality. The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. [More information for disabled applicants is available.](#)

You are encouraged to declare any disability that you may have, and any reasonable adjustments that you may require, when applying for the role. This will enable the University to accommodate your needs throughout the process as required. Applicants and employees may, however, declare a disability at any time.

Sustainability

The University of Cambridge is at the forefront of addressing global environmental challenges through its ambitious Environmental Sustainability Vision. We are committed to making a positive impact through outstanding environmental performance, aspiring to be carbon neutral from energy use by 2050.

Our comprehensive strategy encompasses energy and water conservation, waste reduction, sustainable procurement, and biodiversity protection. The University not only implements these practices across its operations but also integrates sustainability into its world-class research and teaching.

As a member of our community, you will have the opportunity to contribute to and benefit from our multifaceted approach to sustainability. From participating in our award-winning Green Impact program to utilising our Living Laboratory for Sustainability, you will be part of an institution that values innovation in environmental stewardship. Our commitment extends beyond our campus, as we collaborate with local, national, and international partners to drive positive change. Read more on [Environmental Sustainability Vision, Policy and Strategy.](#)



How to Apply



To apply for this vacancy, please visit the University's job opportunities page. [Apply for this role and read more.](#)

There you will need to click 'Apply Online' and register an account with the University's web recruitment system. Please submit a **Cover Letter and CV** when applying.

The closing date for this position is **24th of November**.

First round interviews for this position are anticipated to take place in the **week commencing the 2nd of December 2024**.

Second round interviews for this position are anticipated to take place in the **week commencing the 9th of December 2024**.

Please contact us on DARTalentManagement@admin.cam.ac.uk if you have any queries about this position.

