



Emmanuel College
Cambridge CB2 3AP

Job Description for – Philanthropy Officer

Line Manager – Development Director

BACKGROUND INFORMATION

Emmanuel is one of the Colleges that make up the collegiate structure of the University of Cambridge. We provide a community-focused environment for learning, living and working in peaceful and beautiful grounds situated in the centre of the city. The College was founded in 1584 by Sir Walter Mildmay and has been a centre of outstanding learning ever since. It currently has around 700 students (undergraduate and postgraduate), 90 Fellows (who teach and research at the College) and 180 staff. We welcome people into the Emma community from across the globe, of many different backgrounds, with many different experiences.

The Development Office supports the College in its charitable purpose by building and maintaining a supportive, lifelong, two-way relationship with Members (alumni), and engaging the community of members and friends to contribute their time, expertise and philanthropy. Between 2015 and 2022, the Development Office raised £38m in new philanthropic income through the Emma enables campaign. This was the College's most successful campaign ever and saw a significant uplift in philanthropy across major, regular, and legacy giving.

PRINCIPAL RESPONSIBILITIES

This is a new position, created to reflect the College's ambition to increase its fundraising and development capabilities. The post-holder will be responsible for building and nurturing relationships with, and securing support from, prospective and existing donors identified as capable of making five-figure gifts annually. The Philanthropy Officer will work closely with the Development Director and Head of Development to deliver the current Development Strategy.

Relationship Management and Fundraising

- Manage a portfolio of mid-level donors, fostering strong relationships, understanding their interests and motivations, and securing gifts.
- Regularly communicate with donors at this level, providing updates on the College's work, the impact of their support, and soliciting feedback.
- Achieve annual targets for increasing the percentage and number of members and friends who give at this level, set in collaboration with the Development Director and Head of Development.
- Prepare clear briefing notes in advance of meetings with existing and prospective donors and produce detailed meeting reports after every meeting.
- Working with the Engagement Manager to develop a programme of exemplary stewardship for donors at this level.

Prospect Management

- Undertake research to identify potential new mid-level donors, working with the Regular Giving Officer and Database & Gift Manager where appropriate.
- Compile accurate and detailed profiles on existing donors, new prospects and influencers, and present results in a clear and well-structured manner.
- Track and report on donor engagement and giving patterns.
- Identify trends and insights to inform future fundraising strategies.
- Contribute to the solicitation planning process and tracking the prospect pipeline.
- Stay up to date with research trends and proactively review and seek out new research tools and sources of prospects.

Communication & Collaboration

- Write compelling funding proposals to present to prospective donors.
- Regularly review thank you letters, ensuring mid-level donors are thanked promptly and appropriately.
- Confidently engage with the College community – including staff, students and Fellows – to increase awareness and understanding of the role and impact of philanthropy across the College.
- Build strong, collaborative relationships with College staff whose support is essential for the success of the development programme.
- Work with the Engagement Manager to contribute to the production of stewardship materials.
- Work collaboratively with colleagues in the Development team and across the College, participating in cross-functional projects and initiatives and contributing to the delivery of the overall Development Strategy.

General Administration

- Ensure that data is recorded accurately and concisely on the Raiser's Edge database.
- Maintain a high level of confidentiality in the maintenance of personal and financial records and ensure compliance with Data Protection legislation.
- Have expert knowledge and understanding of current legislation impacting upon giving and stewardship, marketing and operations, such as: gift aid, General Data Protection Regulations and fundraising regulation, and ensure operational compliance.
- Represent and promote the Development Office within College and externally, attending occasional member events where appropriate
- Any other duties reasonably required of the Philanthropy Officer.
- Manage own workload, undertaking planning, agreeing priorities and timescales to meet schedules and deadlines in an effective and efficient manner.

UK travel is an expectation of this role, along with possible occasional trips overseas, particularly to Europe. There will occasionally be the requirement to work additional hours during peak periods.

The observance is required at all times of the College Equal Opportunities, Health & Safety and Computer Acceptable Use policies together with the College policy on the application of the General Data Protection Regulations. Copies of these policies will be given to the post holder as part of the induction process.

PERSONAL SPECIFICATION	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree standard or equivalent. 	
Skills & knowledge	<ul style="list-style-type: none"> • A high standard of computer literacy, (especially in email marketing platforms, relationship management platforms and Microsoft 365). • Sound understanding of the fundraising and stewardship professional framework, and relevant legal and regulatory requirements. • Excellent project management skills, with strong organisational abilities, and the ability to adapt in a fast-moving environment, keeping up-to-date with new fundraising trends and method 	<ul style="list-style-type: none"> • Knowledge of Raiser's Edge relational database would be an advantage. • An ability to understand and articulate the College's purpose and objectives in an authentic and compelling fashion.
Relevant Experience	<ul style="list-style-type: none"> • Experience of fundraising from donors giving at a range of levels in an HEI or a leading non-profit organisation. 	<ul style="list-style-type: none"> • Experience of in-person/face-to-face fundraising would be advantageous. • An understanding of the Collegiate University.

<p>Personal attributes</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills and a combination of personal sensitivity, creativity and tact that is needed to secure the confidence and support of a variety of different College constituencies including Fellows, students, alumni and volunteers. With a good command of the English language, both orally and written. • Ability to use own initiative and work under pressure, but also a team player comfortable working closely with colleagues. • Meticulous attention to detail and good organisational skills. • Ability to work to tight and competing deadlines. • Commitment to the ethos and purposes of the College. • Energy, flair, creativity and a belief in the power of philanthropy to make a difference to the College and the wider world. • Creative thinking, with a collaborative, positive and pro-active approach to work. 	<ul style="list-style-type: none"> • An understanding of and appreciation for the importance of philanthropy to the College, and the factors that motivate members to offer support.
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