



Associate Director, Cambridge Conservation Initiative

Candidate Information Pack

May 2021

Message from the Director, Cambridge Conservation Initiative

Dear Candidate,

The Cambridge Conservation Initiative (CCI) is a unique and exciting collaboration between the University of Cambridge and the growing cluster of leading conservation organisations in the Cambridge area. We work together to transform the global understanding and conservation of biodiversity – the other species and ecosystems with whom we share this planet – through the integration of re-search, innovation, practice and policy. We deliver new thinking and practical solutions for the conservation of nature and the natural capital it generates.

Sustaining life on Earth is one of the greatest challenges facing society today. As the home of one of the most outstanding universities in the world, Cambridge is an intellectually vibrant, research intensive and ideas-rich environment in which to address this challenge. Through CCI we bring together scholars from across disciplines to work with practitioners to tackle complex and challenging issues that cannot be tackled by any one research group or organisation alone. CCI feeds new thinking and training into worldwide conservation practice and policy through the partner conservation organisations and their networks. Similarly the experience, knowledge and information from on-the-ground implementation of policy and practice is fed into CCI's research and teaching.

CCI is a partnership and works together on a number of unique initiatives. CCI has also established the Masters Programme in Conservation Leadership to train future generations in the multi-disciplinary skills and thinking they need to sustain a healthy green planet in the future. The Collaborative Fund brings together conservation NGOs with university researchers to tackle core conservation challenges. The Endangered Landscapes Programme is delivering landscape scale ecological restoration throughout Eurasia.

Our home is the David Attenborough Building, a green building and an innovation hub for generating new solutions for the conservation of the natural world. CCI is full of ideas and ambitions. The Campus provides a collaborative environment, with shared spaces, facilities and services, for over 500 professional conservationists (researchers, policy experts, practitioners, etc.) and a hub for students, business leaders, political decision makers, visiting scholars and others to engage in addressing conservation.

I am privileged to work with a dynamic and diverse community of highly committed colleagues in Cambridge united by a passion for, and deep knowledge of, nature. The challenges we face to forge a future where nature and society thrives are large and time is running out. CCI offers an extraordinary opportunity to provide new approaches to the conservation of nature, now is our time.

I hope you feel inspired to join us.

Mike Maunder, Executive Director, Cambridge Conservation Initiative



Introduction

This major gifts fundraising position provides a rare opportunity to join one of the world's leading higher education institutions as part of a dynamic and innovative team delivering on the University of Cambridge's significant fundraising potential.

For 800 years, the University of Cambridge has championed brilliant minds, facilitating collaboration and encouraging the creation of world changing ideas. Cambridge has been home to ground-breaking scientific breakthroughs, driving our understanding of the origins of the universe and the very building blocks of life.

The University of Cambridge is a world leader in science and technology and its practical application. It is a thriving centre for studies in the arts, humanities and social sciences and its research touches upon, and is relevant to, all aspects of life. The work of the University addresses

questions as far-reaching and profound as how to tackle climate change and carbon emissions, the future of healthcare, global inequality and biodiversity. It is developing the technology of the future with significant research into machine learning, bioengineering and robust digital infrastructure.

As Associate Director for the Cambridge Conservation Initiative, you will help the University to develop long-term holistic partnerships with high level donors and ultimately to secure financial support for the philanthropic priorities.

This role provides an excellent opportunity for someone who is entrepreneurial, passionate and innovative, has an exceptional track record in major -gift fundraising or equivalent commercial experience, and is looking to have a major impact on a world-renowned institution.



Cambridge Conservation Initiative

The Cambridge Conservation Initiative (CCI) is a unique collaboration between the University of Cambridge and leading conservation organisations clustered in and around Cambridge, UK. CCI seeks to transform the global understanding and conservation of biodiversity and the natural capital it represents and, through this, secure a sustainable future for all life on Earth. The CCI partners together combine and integrate research, education, policy and practice to create innovative solutions for society and to foster conservation learning and leadership (see www.cambridgeconservation.org for further information).

Biodiversity, and the natural capital it generates, are critical for humanity's continued existence on our planet. Increasing threats to biodiversity require the development of innovative and interdisciplinary approaches to the conservation of biodiversity. Cambridge is the ideal location for the development of these kinds of approach. The University has a long and distinguished history of conservation research and teaching across disciplines. In 2013 the current researchers in conservation came together to create the University of Cambridge Conservation Research Institute (UCCRI) which provides an interdisciplinary focal point for research within the

University in the broad field of biodiversity conservation, and its impacts. Within CCI UCCRI is pivotal in providing academic leadership and cross-disciplinary scholarship and teaching (see <http://researchinstitute.conservation.cam.ac.uk/> for more information about UCCRI).

Beyond the University the city of Cambridge is home to the largest cluster of biodiversity conservation organisations in the world. This provides CCI with unrivalled access to global networks and audiences.

CCI was established in 2007 and designated as one of the University's Strategic Research Initiatives in 2010. To date over £35m of philanthropic support has been secured for CCI collaborations including: endowed professorships, post-graduate scholarships and studentships, conservation research, policy and practice, and a major capital project to create a Conservation Campus in the centre of Cambridge.

CCI is implementing a new 10 year strategic plan. CCI has an ambitious vision to raise over £40m to develop and deliver innovative and transformative approaches to the understanding and conservation of bio- diversity over the next five years.



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 300,000 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 (www.cantab.org).

The Development and Alumni Relations office and CAm work collaboratively with each other and their advancement counterparts in the 31 Colleges

to maximise the philanthropic opportunities for the Collegiate University. For further information on the University and its structure, please visit www.cam.ac.uk/about-the-university?ucam-ref=home-menu

Our campaign

In autumn 2015, the University of Cambridge launched its most ambitious fundraising campaign to date. The “Dear World... Yours, Cambridge” campaign for the University and Colleges of Cambridge is raising £2 billion to continue to respond to the world’s greatest challenges. For more information on the Campaign, please visit cam.ac.uk/YoursCambridge.

About us

With more than 130 staff members, Development and Alumni Relations is a lively, collaborative and stimulating place to work. We are a team that enjoys each other’s company and makes time to have fun whether that’s baking competitions, book clubs or fundraising for local Cambridge charities with our ‘Small Change for Change’ initiative.

There is a clear understanding that our success is based on the collective and working collaboratively. We come from many different backgrounds and nationalities, and value the strength that comes with difference.

We are committed to being a team that promotes mutual understanding and encourages different perspectives. We know the positive contribution that diversity brings to our workforce.

We are proud of our Major Gift 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. For more about us, please visit www.philanthropy.cam.ac.uk/careers/staff-voices

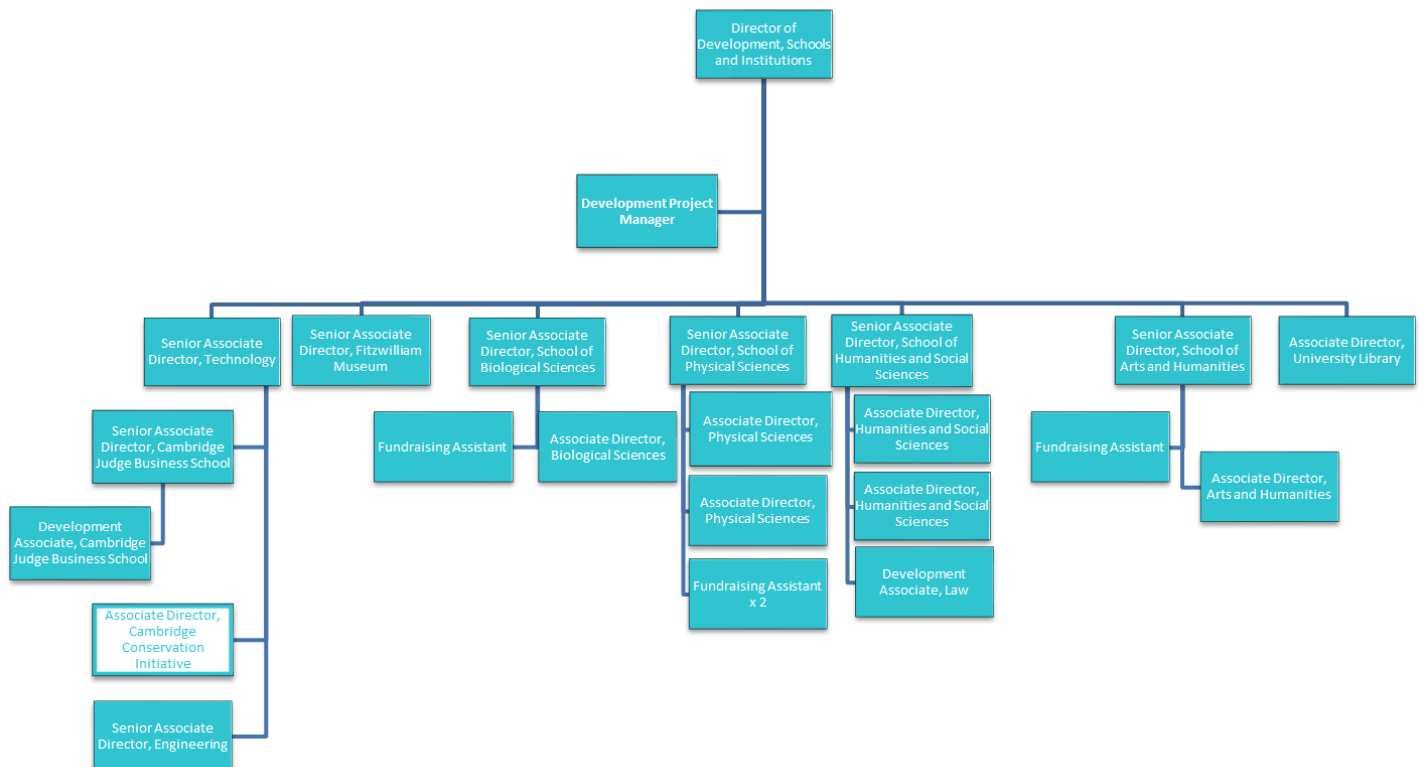
We are committed to being values-driven and our Peer Recognition Initiative recognises individual members of staff each month who have demonstrated one or more of our 5 Values - Collaboration, Accountability, Respect, Passion and Excellence. For more on our mission, vision and values, please visit <https://www.philanthropy.cam.ac.uk/careers/development-and-alumni-relations>





Organisational Chart

Cambridge University - Schools and Institutions Fundraising programme



The Role

The role of Associate Director, Cambridge Conservation Initiative (CCI) is aligned to the Schools Based Major Gifts fundraising team, contributing to the design and delivery of the University's major gifts fundraising strategy for CCI.

The role holder will raise significant financial support for CCI's fundraising priorities, including collaborative programmes, posts, student support, and capital priorities. Each member of the fundraising team is expected to generate six- and seven-figure gifts from individuals (alumni and non-alumni); trusts and foundations, and/or corporations in the UK and internationally. The post holder reports to the Senior Associate Director for the School of Technology and the Executive Director of CCI. The post is guided by a CCI Fundraising Committee comprising the CCI Executive Director, Senior Associate Director, Technology, the Director of University of Cambridge Conservation Research Institute (UCCRI) and the Chair of the CCI Council.

The role holder is responsible for developing and implementing a strategy to secure major philanthropic support to meet CCI's prioritised needs; for managing a complex donor/prospect pool in accordance with agreed internal procedures and processes; for articulating CCI priority funding needs in order to engage potential donors effectively; and for matching those needs to particular donor interests.

The role holder works collaboratively as part of the Development and Alumni Relations Major Gift teams and with the Prospect Information & Analysis team to advance her/his own fundraising plans and enable the team to meet its collective targets. S/he will formalise and deliver to major gift KPIs including numbers of visits, prospect management moves, active proposals, new prospects identified, and monies raised. These will be reviewed regularly with the post holder's immediate line manager.

S/he will need to work collaboratively and transparently with development colleagues from the CCI partner organisations, Cambridge in America and Cambridge's 31 colleges.

The Associate Director will build positive relationships with CCI champions, School/Non-School Institutions heads and University leaders to support the funding plans of the CCI's strategic priorities. This involves managing complex relationships and priorities across a matrix of organisations and departments demanding diplomacy and strategic thinking in order to ensure effective delivery of fundraising targets that are complementary to the strategic priorities of the University and other CCI partners. Regular, credible interaction with senior CCI, UCCRI and other University officers will be an important element of this role.

CCI has established a senior and distinguished External Advisory Board, currently chaired by the University's Vice-Chancellor Emerita, Professor Dame Alison Richard. This Board advises on the strategic direction and resourcing of CCI and includes major philanthropic donors to CCI. The role holder will work closely with the CCI Executive Director to support the Advisory Board. The role holder will also manage a prospect pool of c.50-60 organisations and individuals and therefore will work directly with some of CCI's key prospective and current donors and volunteers.

This role will be important to the execution of the next major capital campaign and will need to work collaboratively with all members of the office, and the wider Collegiate Cambridge development community, to develop and deliver the plan to meet ambitious major gift fundraising targets.



Job Description

Role purpose

The Associate Director is a fundraiser in the University Fundraising team responsible for the delivery of University-wide/Schools philanthropic goals. This includes:-

- Working with relevant academic champions to develop strategies and plans to raise funds for University priorities from alumni, non-alumni, trusts and foundations, and corporates.
- Cultivating, soliciting and stewarding major donors and potential donors in support of the University's fundraising priorities.
- Contributing to the major gift fundraising success of Collegiate Cambridge as a whole.

Key duties and responsibilities:

Contribute to Fundraising Strategy

- With the appropriate involvement of academics, School/non-school institutional heads, and University leaders as well as University & Alumni Relations colleagues, contribute to a strategy and operational plan to optimise giving to University fundraising priorities.
- Based on knowledge and experience of major gifts fundraising success, provide guidance to University Development & Alumni Relations colleagues and academic and University leaders about fundraising priorities that are likely to find support from specific donor constituencies.
- Work with Communications colleagues to develop appropriate support documents for priority projects and opportunities for dissemination to potential donors.
- In collaboration with the Prospect Information and Analysis team (and in particular, the assigned Prospect Information Officer), 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 with colleagues across Collegiate Cambridge to ensure effective, joined up fundraising for all priorities. Develop effective relationships across Collegiate Cambridge to manage and coordinate approaches to prospective donors to avoid conflicts and promote Cambridge's interests and priorities effectively.

Cultivation of Major and Principal Gifts Prospects

- Work with the Line Manager, Prospect Information and Analysis team, University colleagues and academics to identify prospects with whom the University/School/Institution will aim to develop significant philanthropic relationships.
- With the support of colleagues from the Prospect Information and Analysis team, build and manage relationships, on behalf of the University, with between 50 and 60 potential major donors (i.e. organisations or individuals capable of making gifts between £100,000 and £5 million).
- Through conversation with academics, donors and volunteers, and by means of individual research, identify new potential donors with philanthropic interest in Cambridge to add to their pool.
- Make personal donor visits (c40-80 per year), participate in events, and communicate by telephone and in writing with prospective donors with a view to assessing their philanthropic interest in Collegiate Cambridge in general and articulated University fundraising priorities in particular. Refer to relevant development colleagues within University Development & Alumni Relations and the broader Cambridge development community qualified prospects whose interests lie elsewhere.
- Develop and implement cultivation/solicitation plans for potential donors so as to motivate significant gifts to match University-wide fundraising priorities.
- Become informed on Collegiate Cambridge's fundraising priorities and collaborate with colleagues, including those whose fundraising

focus is with a School or University Wide, in order to ensure that donors are presented with the fundraising opportunities that will resonate most strongly with them.

- Represent both orally and in writing to donors and potential donors the philanthropic priorities of the University.
- Working with colleagues in the Events team, devise and oversee cultivation events involving academic and institutional leaders and prospective donors to motivate greater involvement with the Campaign and to increase the likelihood of major gifts to University priorities.

Gift Solicitation, and Settlement

- Solicit and secure major philanthropic gifts (£100,000 to £5 million) from individuals, trusts and foundations and/or corporates as appropriate to meet the University's prioritised funding needs.
- Through in-person solicitation--either alone or in conjunction with academic champions or University fundraising volunteers--and/or by means of formal written proposals, produced in collaboration with Philanthropic Communications Officers, make between 5 and 10 major gift solicitations for gift amounts between £100,000 and £5 million to support the University-wide priorities each year.
- In collaboration with University Development & Alumni Relations, academic and institutional colleagues, follow up on gift solicitations to



Candidate Information Pack Associate Director, Cambridge Conservation Initiative

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 academics and other leaders and with 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 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.

Management

- Develop and strengthen the understanding of principles of major gift fundraising among academic champions and other leaders by means of workshops, seminars, and one-to-one conversation and training.
- Carry out internal training or other development colleagues as needed.

Other

- Ensure that information related to major gift fundraising work is collected, organised and managed effectively and according to the policies and protocols of the University. This includes the conscientious and timely updating of the alumni and donor database (Amicus) managed by the Department.
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered on time and effectively
- Influence senior internal stakeholders, leadership volunteers, and potential donors.
- Work collaboratively across the development and alumni relations office fostering coordinated team work and support between functional teams: e.g. work with the Prospect Information team to ensure effectiveness of pipeline management.

Person Specification

Education and Qualifications

- Good first degree

Experience

- Proven track record in major gift fundraising and/or management of key relationships with high net worth individuals, corporates or trusts & foundations.
- Proven track record in working with academic leaders or comparable leaders from other sectors.
- Demonstrable capacity to analyse, think critically, strategically and to innovate, both to promote innovation and resolve/respond to problems.
- Numerate, data literate, including in respect of methodologies for effective analysis and presentation of data.

Skills

- Ability to relate effectively to the academic community and its aims.
- A combination of personal sensitivity, creativity and tact that is needed when working with senior academics, development colleagues and prospective major donors to the University; the ability to engage key internal stakeholders to work towards common goals and outcomes.
- Excellent negotiation and communication skills, both oral and written, with an ability to communicate persuasively with a variety of individuals and audiences.
- Ability to work as part of a wider professional team and to contribute to the development of fundraising for Cambridge as a whole.
- Self-motivated, with an ability to respond rapidly and professionally in situations where it may not be possible to refer or seek guidance from senior staff.

- Possess tenacity, drive and imagination.

Additional requirements

- Experience of working in Higher Education or not-for-profit sector would be useful and in particular an understanding of Cambridge University, its mission and its need for external funding.
- An interest in how academic research and scholarship affects our understanding of the modern world and its important role in addressing pressing contemporary issues.
- This role requires working outside of office hours, UK and occasional overseas travel.



The University of Cambridge

The mission of the University of Cambridge is to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence.

The University of Cambridge is consistently ranked in the top five universities in the world. Its outstanding reputation is built upon a long history of excellence in teaching and research within its distinctive collegiate system. Its principal goal is to continue to be in the foremost rank of research-led universities worldwide.

The University has more than 11,000 staff, more than 18,000 students and assets of c. £220 million. Its total income in 2016 was £1.3 billion, when consolidated with that of the wholly-owned Cambridge University Press and Cambridge Assessment (the University's external examination business).

The 2014 UK Research Excellence Framework (REF) confirmed Cambridge's position as one of the world's leading research institutions. The University returned some 2,200 academics to the REF: 47% of its submissions were awarded the highest rating of

4* overall (world-leading) and a further 40% of submissions rated 3* overall (internationally excellent).

Providing teaching and an education of the highest quality is central to the University's purposes. The Tripos system for the undergraduate degrees and the distinctive personal attention given to all students are essential components of the Cambridge experience.

The genius of scale that provides a personal and supportive focus for students in the Colleges, combined with the scope and range of the University's subject base and the Colleges' facilities, is at the core of this endeavour.

The Collegiate University remains committed to admitting the best students regardless of their background and, at the undergraduate level, it invests considerable resources both in widening access and in financial support. Through the Cambridge Trust, significant funds are also available for postgraduate students. Attracting the very best research students from around the world to Cambridge remains a core strategic objective.



The Structure of the University of Cambridge

The University of Cambridge is a complex organisation. To understand how it operates, it helps to keep its historical origins in mind.

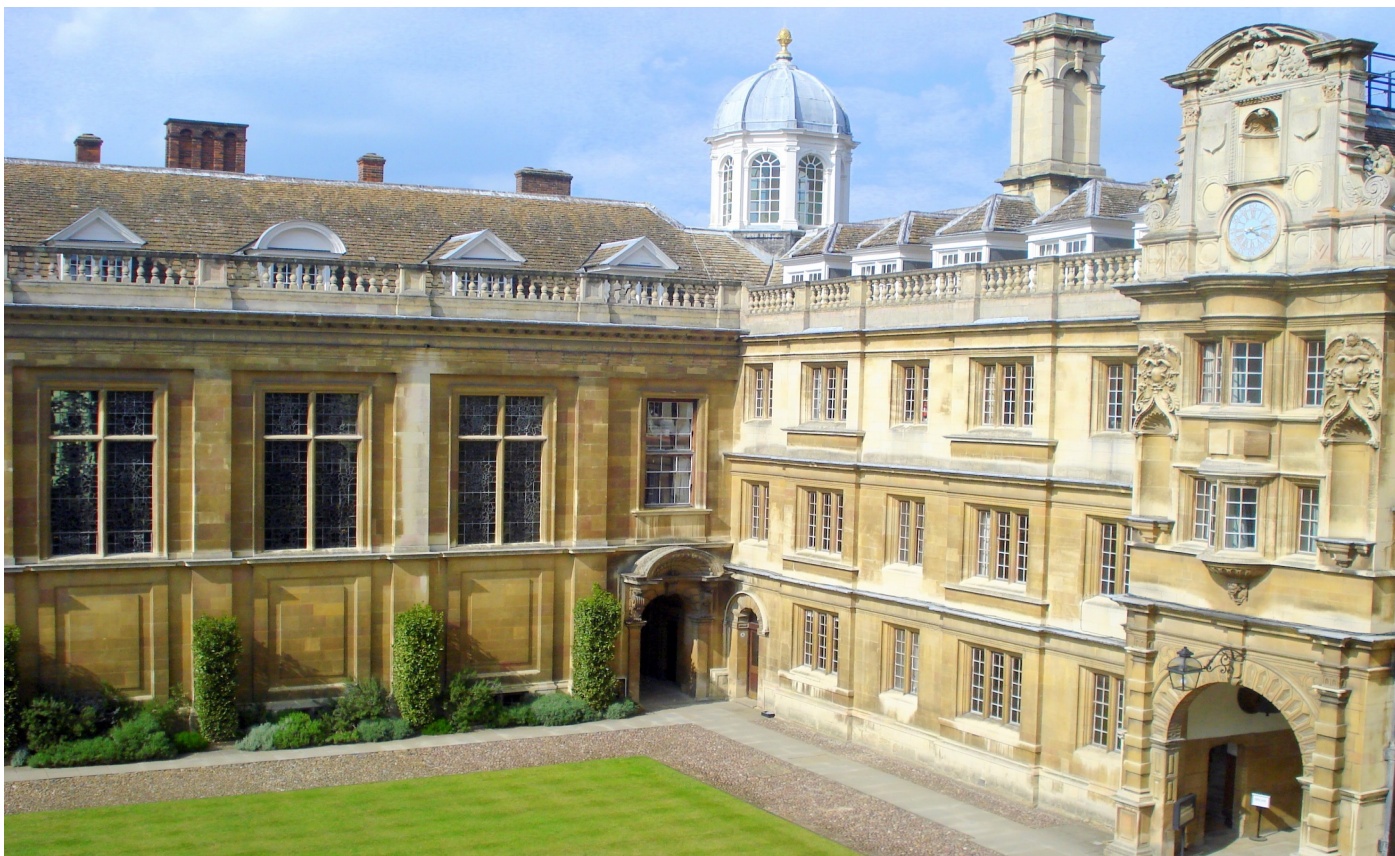
While the University dates from 1209, the first Colleges, each autonomous and independent with their own governing Bodies and Charters, were established later, from 1284, principally to teach and house students at all levels. The University has no charter, but is governed under Acts of Parliament starting with Elizabeth I and most recently the 1923 Oxford and Cambridge Act.

The University works with a relatively small central administration. The procedural rules of the University are embodied in statutes and ordinances, which prescribe in some detail the formal administrative practices. These rules are made in most cases by the University itself, although the statutes can only be changed with the approval of the Privy Council. Each College also has its own statutes and regulations.

The University has sole responsibility for examinations and for conferring degrees. The

Colleges, on the other hand, have responsibility for selecting, admitting and accommodating all undergraduate students, and a student cannot enter the University unless she or he also becomes a member of a College. However, the University lays down the admission qualifications for postgraduate students and also has certain controls over the statutes of the individual Colleges.

During the 20th century, the role of the University expanded greatly through the provision of facilities, such as teaching and research laboratories. The University employs Professors, Readers, Senior Lecturers, Lecturers and other teaching and administrative staff who provide lectures, seminars and practical classes. The Colleges supplement the University's teaching with supervisions and other small-group teaching given by Fellows or others appointed by the College, and each College also provides library and other learning resources for its own members. The Colleges are separate corporations, which exist in symbiosis with the University, and manage their own physical infrastructure.



The Structure of the University of Cambridge

Colleges

Students live, eat and socialise in one of the University's 31 autonomous Colleges. Undergraduates receive College supervisions – small group teaching sessions – regarded as one of the best teaching models in the world. Each College has its own internal procedures. They select their own students, subject to University regulations, and most admit both undergraduate and postgraduate students. College representatives sit on the University Council and Finance Committee.

Schools

The teaching and research activities of Cambridge are conducted through six major groupings of cognate institutions – Schools – which consist of Faculties and Departments.

The Schools are:

- Arts and Humanities;
- Biological Sciences;
- Clinical Medicine;
- Physical Sciences;
- Technology; and
- Humanities and Social Sciences.

Each School has a Council. The Head of the School chairs this, and is the principal academic officer of

the School, responsible for its overall running, the use of funds allocated by the Council of the School, and the implementation of the academic and financial plans prepared by the University Council.

Faculties and Departments

Within the overall jurisdiction of the six Schools described above, teaching and research in Cambridge is organised primarily by the various Faculties and Departments. The Faculties have different organisational substructures which partly reflect their history and partly their operational needs. The Councils of the Schools play an important role in ensuring that the natural academic links between different Departments are maintained and developed.

Unified Administrative Service (UAS)

The Registry is the principal administrative officer of the University and the head of the UAS. The UAS consists of a number of support services departments, for example Human Resources, Finance, Management Information Services and Estates Management. The latter is a multidisciplinary organisation responsible for the development, management and maintenance of the University estate, along with the provision of a variety of related services.



Terms and Conditions

Location

1 Quayside
Bridge Street
Cambridge CB5 8AB

David Attenborough Building
Pembroke Street
Cambridge CB2 3QZ

Salary

Grade 9, £41, 526 - £52, 559

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 the Senior Associate Director, Technology.

Length of appointment

5 years fixed term contract (initially)

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 at: www.admin.cam.ac.uk/offices/pensions/schemes.html. Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: www.admin.cam.ac.uk/offices/pensions/autoenrolment/.



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 67.

Pre-employment checks

The University has a legal responsibility to ensure that you have the right to work in the UK before you can start working for it. 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.

If you need further information, you may find the Right to Work page within the Applying for a job section of the University's Job Opportunities pages helpful (please see www.jobs.cam.ac.uk/right/have/).

Equality of Opportunity at the University

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 networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made to enable applicants to compete to the best of their ability, wherever it is reasonable to make them, and, if the candidate should be successful, to assist them during their employment. Information for disabled applicants is available at: www.admin.cam.ac.uk/offices/hr/staff/disabled/.

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.

How to Apply

To apply for this vacancy and for further information about this role, please visit the University's job opportunities page at www.jobs.cam.ac.uk.

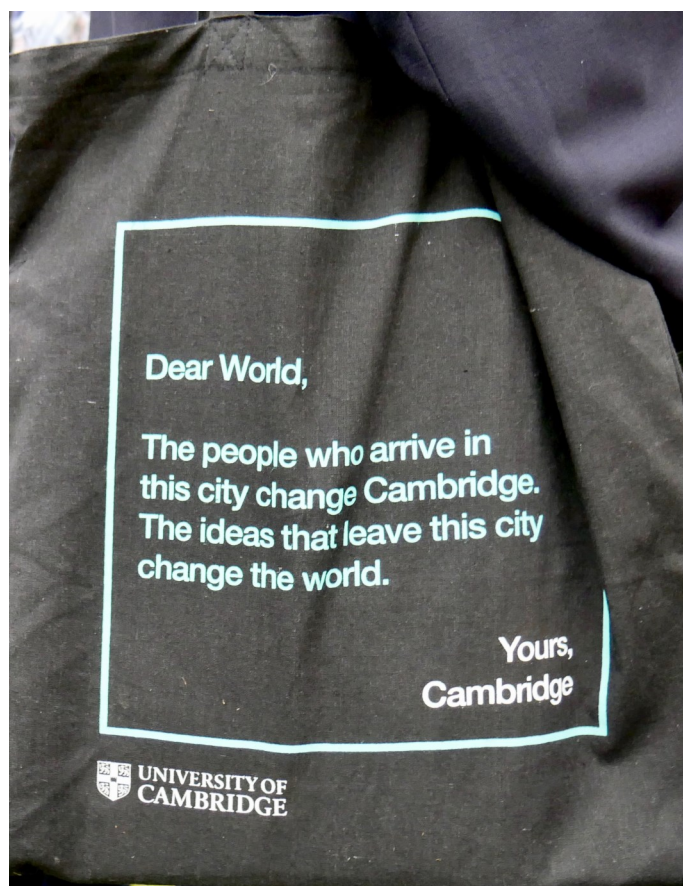
There you will need to click 'Apply Online' and register an account with the University's web recruitment System. Please apply by submitting a copy of your CV and a covering letter highlighting your suitability for the position.

The closing date for this position is Wednesday 9th June 2021.

First round interviews for this position are anticipated to take place week commencing 21st June 2021.

Second round interviews for this position anticipated to take place week commencing 28th June 2021.

If you have further queries about this post, please contact DARTalentManagement@admin.cam.ac.uk.



For further information, please contact:

Talent Management Team
University of Cambridge
Development and Alumni Relations

1 Quayside
Bridge Street
Cambridge
CB5 8AB

DARTalentManagement@admin.cam.ac.uk



UNIVERSITY OF
CAMBRIDGE

Dear World...
Yours, Cambridge