Hughes Hall has enabled non-traditional students to access a Cambridge education for over a hundred years.

Hughes Hall was founded in 1885 to bring about positive change in society, through teaching and scholarship. As we approach our 150th anniversary, that remains at the heart of our college. It is the basis of our 2030 Vision: a community of learning, education and research rooted in our values of innovation, impact, and inclusion.

Through the education and research that our people do, we aim to make a positive difference to the big challenges that people and societies face across the world in the 21st century.

We are looking for someone with vision and drive to join our inspirational and vibrant community at a time of transformation.

By 2030 we will transform our estate, our offer to students, postgraduate and postdoctoral researchers and Fellows, and our ability to support outstanding people who might not otherwise be able to come to Cambridge and in their turn contribute back to society what they gained from coming here.

Our next Development Director will be a key member of Hughes Hall’s senior leadership making that happen. They will work very closely with me, with the senior leadership of the college and the wider Fellowship, to build the strategic relationships and partnerships we need to achieve the 2030 Vision.

The Development Director will help us generate the resources to deliver the 2030 Vision; seek out strategic alliances within the UK and globally; and help up reconnect with our alumni. They will lead and manage the work of the development team and contribute to the overall leadership of the college.

Our college is one of the larger colleges that make up Cambridge University, one of the world’s top universities. Our students and senior members come from all over the world, from a wide range of backgrounds, and work in and across an extraordinary range of disciplines.

Most of our students are postgraduates, though we also admit undergraduates over the age of 21. That mix is what makes our college a lively and welcoming place. We have an informal and egalitarian atmosphere where we want everyone to feel at home and to have the space to do their best work.

Our 2030 Vision is about transforming our unique college and, in doing so, enabling it to transform the lives of others. If that excites you, we would like to hear from you.

We would like to build further on the extraordinary diversity of our membership and so we particularly welcome approaches from people who are committed to helping us do so.
THE COLLEGE

Hughes Hall is one of the largest constituent colleges of the University of Cambridge and is the oldest graduate college.

The College's culture is egalitarian and it is commonly described as friendly, open, welcoming, inclusive, nimble and dynamic. It is characterised by its focus on academic excellence and its genuine commitment to increasing the diversity of its community. The Fellowship and student body are highly international and forward-thinking. Hughes Hall has enabled non-traditional students to access a Cambridge education for over a hundred years. The College has around 660 postgraduates and 180 mature undergraduates across a broad range of subjects. Hughes Hall is currently in the midst of a major capital expansion project which shall enable the College to grow substantially in size and impact.

Hughes Hall provides an effective interface between the wider world and the academic excellence of Cambridge. Its 'Bridge' initiative facilitates interactions between researchers and policymakers, practitioners and industry leaders, to promote understanding and innovation.

The College is committed to translating research into solving real world problems. As a reflection of this commitment, the Fellowship is made up of both academics and professionals. There is a palpable sense of momentum within the College. Hughes Hall is a dynamic and driven environment which seeks to challenge and redefine academia for the twenty-first century.

An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

Hughes Hall was established in 1885 as a women-only teaching College and now accepts postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students. Our primary mission is to provide a world-leading education to our students and to provide a supportive and enabling academic environment to our Fellows.
THE COLLEGE

The College is one of the most international in Cambridge, bridging the academic and external worlds, with an open and informal atmosphere.

A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between the senior membership and students is open and encouraged, and everyone is allowed to walk on the grass!

The international nature of our community is incredibly important. Our students and Fellows come to Cambridge with an extraordinary wealth and breadth of prior experience. The non-traditional nature of these routes provides diversity of thought and fosters innovation.

A determination to change the world for the better is realised through our Bridge initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change.

The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners.

It is structured around four themes, in different stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Digital Innovation.

The Bridge also supports our centres: the Centre for Climate Change Engagement (which works to engage Corporate Boards in the practical and regulatory issues they will face), Digital Education Futures Initiative, Oracy Cambridge (the Hughes Hall Centre for Effective Spoken Communication), the Cambridge Centre for Digital Innovation, and the 100 Healthy Years Centre.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.
THE ROLE

Hughes Hall seeks to appoint an experienced and inspirational individual to the role of Development Director, a figurehead for fundraising and alumni engagement across the College. The Development Director plays an important part in the strategic direction of the College and in contributing to college life.

The Director will be responsible for devising and implementing a new and creative fundraising strategy which aims to deliver the College’s ambitious funding priorities in line with its new 2030 strategic vision. The role reports to The President and leads a small team, with the scope and budget to expand further.

One of the main responsibilities of the role will be to enrich the long-term relationships between the College, its wider community and other potential major benefactors in support of a range of clearly defined development goals, including a transformational capital project, scholarships, student support and the College’s innovative co-curricular ‘Pathways’ programme. The Director will additionally have responsibility for the College’s alumni relations programme, ensuring that it continues to evolve to meet the needs of its global alumni body.

The College sees this appointment as an exciting opportunity for an experienced, collaborative and proactive fundraiser and leader, who is willing to be involved at all levels.

The successful candidate will bring a forward-thinking and energetic approach to developing new, and nurturing existing, high-value relationships to deliver philanthropic income. The successful candidate will be a champion for the College and will be expected to undertake face-to-face meetings with current or prospective donors in the UK and overseas.

As an important member of the College’s Senior Leadership Team, you will play a key part in shaping the future strategic direction of the College. As a Fellow of the College, you will additionally be encouraged to take up the opportunities that this brings more broadly and to contribute meaningfully to the life of the Hughes Hall community.

You will report regularly on significant matters relating to the development portfolio to the Governing Body.

As the College’s lead fundraiser, you will carry your own portfolio of major gifts prospects and will have an important role in the solicitation of significant donations.

You will work closely with the President, readily involving him in the relationships with the College’s top prospects and ensuring that he has sufficient support and is well-briefed to play an effective role in securing major gifts.

You will additionally oversee effective fundraising at all other levels, harnessing the help of Fellows, alumni and high-level volunteers as appropriate.

The successful candidate will be a confident communicator with well-developed interpersonal skills and the ability to build a strong level of rapport with all high potential benefactors. You will have a strong sense of integrity and a proven track record in securing philanthropic gifts from major donors, together with experience of a variety of styles and types of fundraising campaigns, expertise in relationship management, outstanding organisational and management skills, and a passion for the mission of Hughes Hall.

The new Development Director will be in a position to have a strategic impact on the College’s fundraising and play a pivotal role in enabling Hughes Hall to affect a step change in our ability to attract philanthropic giving, engaging powerfully with our alumni and non-alumni stakeholders globally.

This is a mission-critical role which carries the unequivocal support of the new President, Sir Laurie Bristow, the Senior Tutor, Dr Tori Mckee and the Bursar, Jonathan Newby, with whom you would also be working closely. It presents as a unique opportunity to join a Cambridge college at the cusp of a major transformation.
JOB DESCRIPTION

JOB TITLE
Development Director

REPORTS TO
The President

ACCOUNTABLE TO
The Governing Body

RESPONSIBLE FOR
The Development Team

JOB PURPOSE
The Development Director is responsible for developing and implementing Hughes Hall’s fundraising and alumni relations strategy designed to advance the College’s long-term strategic goals. This is a significant and wide-ranging role with responsibilities spanning fundraising, strategy, relationship and stakeholder engagement and events coordination.

The Development Director has responsibility for leading and managing the Development Office and will engage readily in the intellectual and social life of the College.

MAIN RESPONSIBILITIES
Design and implement strategies and proposals for fundraising and alumni relations
Secure major and significant gifts for the College
Oversee the annual fundraising programme and expand regular fundraising programmes
In consultation with the President, set up a programme of visits with potential donors in the UK and overseas
Build and sustain extensive relationships and networks of stakeholders and supporters needed to underpin the development objectives
Oversee the implementation of a stewardship programme of donors, in order to acknowledge contributions publicly as appropriate, and to ensure compliance with donors’ wishes concerning the application of their donations
Recruit and manage a campaign board of high-level volunteers
Advise on the range and scope of alumni events; overseeing and attending all major events

Oversee the implementation of a programme for enhancing the relations with alumni, in order to secure their continuing involvement with the College through fostering a positive and affectionate regard for the College

Maintain regular contact and good relations with the University of Cambridge’s central development and alumni relations team (CUDAR) and with the Development Directors of other Cambridge colleges in order to keep informed of development activity within Cambridge

Prepare reports and analyses of Development Office activity for the Governing Body as required, including the monitoring of the effectiveness of development strategies and operations

Foster excellent relations while serving collaboratively as a Fellow on Governing Body and on College committees as required

Lead the staffing, career development and retention, and general running of the Development Office
PERSON SPECIFICATION

EXPERIENCE & KNOWLEDGE
A proven track record of successful major gift fundraising, in particular the ability to raise significant gifts through direct personal approaches
Proven ability to develop fundraising strategies, plan and organise fundraising campaigns
Knowledge of a broad range of fundraising and relationship-building techniques, in particular negotiating and closing significant donations and financial contracts
Proven success in prospect identification, development and cultivation
Strong knowledge of organising and promoting a programme of regular giving
Proven experience of leading and managing a development team, using the processes and disciplines that are current best practice
Experience of recruiting and managing high-level volunteers (fundraising boards)
Professional knowledge of tax-efficient giving, including legacies and overseas giving

The confidence and proven ability to interact easily and professionally with sophisticated, high-level, talented and diverse academics, alumni and benefactors of all ages and nationalities
Experience of overseeing the maintenance and enhancement of a comprehensive and effective database and a knowledge of data-protection legislation

CORE ATTRIBUTES & SKILLS
Excellent capacity for self-expression both orally and in writing
Excellent negotiating and closing skills
Interpersonal skills of a high order within the immediate team and beyond at all levels
Good networking skills
Ability to work independently, within an agreed timeframe, while demonstrating a high level of organisation
A values-driven approach, grounded in strong ethical principles and commitment to the purpose, goals and ethos of Hughes Hall

A proven commitment to equal opportunities
A highly flexible and proactive approach with a willingness to attend events outside normal working hours and to travel extensively abroad as well as in the UK

DESIRABLE
Experience of fundraising from foundations
Experience of fundraising from non-alumni
Experience or in-depth understanding of collegiate universities and/or higher education
Knowledge of fundraising from the US and from South-East Asia would be an added advantage

In addition to all the above, the person appointed is likely to have energy, drive, enthusiasm, optimism, persistence, determination, agility, good judgement and tact.
TERMS & CONDITIONS

LOCATION
Hughes Hall
Wollaston Road
Cambridge
CB1 2EW

FELLOWSHIP
You will be elected to a Fellowship of the College.

SALARY
In the region of £85,000 per annum, depending on experience, skills and qualifications.

PROBATION PERIOD
This post is subject to a probationary period of six months.

PENSION
This post is eligible for the Universities Superannuation Scheme (USS)

ANNUAL LEAVE
25 days’ annual leave plus bank holidays and college closure days.

FURTHER BENEFITS
Further benefits can be found HERE.

EQUALITY
Hughes Hall values diversity and is committed to ensuring equality of opportunity.

The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

In particular, the following groups are currently under-represented in our community: women, those with a Black, Asian and Minority Ethnic (BAME) background and those with disabilities.

HOW TO APPLY
For further information, please click HERE.

To apply, please send a CV & Cover Letter to hugheshall@minervasearch.com

For a confidential discussion about this role, please contact Nicky Reames at nicola@minervasearch.com to arrange a call.