Job Description

Overview

The Woolf Institute is seeking an experienced development/fundraising professional to lead our development office. This is an exciting opportunity for a motivated individual to make a significant contribution, with an organisation committed to helping build relations between religion and society. You will work with senior colleagues in Cambridge alongside our global network of stakeholders to build sustainable income for the organisation.

The Woolf Institute is an independent, academic institution (Reg. Charity No. 1069589) with close links to the University of Cambridge. It was borne of a very simple, yet challenging premise: that through a robust, multi-disciplinary and scholarly study of the encounter between Jews, Christians and Muslims, we can better understand and guide our society at present, and inform and shape a more tolerant, respectful and collective future together.

Since its foundation in 1998, the Woolf Institute has established a successful track record of academic research, in-house and on-line teaching, and innovative public outreach programmes. As an Associate Member of the Cambridge Theological Federation, Woolf Institute staff teach on University of Cambridge programmes. The Woolf Institute also offers e-learning courses and conducts policy and academic research projects.

The Woolf Institute’s combination of robust scholarship with broad-based public education makes it a distinctive and global leader in addressing one of the most pressing challenges of our time: the relationship between religion and society.

This is an exciting opportunity to be part of a dynamic team within an innovative working environment. Affiliated with the University of Cambridge, the Woolf Institute is the first and only research centre in Europe dedicated to fostering a better understanding of relations between Muslims, Christians and Jews. The Institute funds and fosters ground-breaking interfaith projects and is nationally recognised for the excellence of its research, teaching and public education programmes. The Institute is supported by its Royal Patron, HRH the Princess Royal.

1. **Job title: Development Director**

2. **Main purpose of the job**

Build the Woolf Institute’s development function, to help drive positive societal impact through donations from individuals, foundations and trusts, and legacies. You will be responsible for the implementation of the development strategy and support the Executive Director and Board of Trustees in achieving the Vision and Objectives of the Woolf Institute.

You will implement an integrated fundraising programme and manage the Institute Development Office, as well as supporting the Executive Director writing applications for funding research projects.
and academic programmes; support the Director of Services and Administration in the operation and management of the Institute.

The Development Director will play a pivotal role in shaping the future of the Woolf Institute as a respected Institution. The Development Director will lead in the implementation of an ambitious development strategy for growth. The candidate will bring enthusiasm, commitment, a strong work ethic, and several years of fundraising and/or development experience.

3. Key tasks

- To implement and as part of the senior Management team achieve the Institute’s ambitious development strategy
- Increase support through major gifts, regular giving, event programmes and legacies
- To sustain an effective cultivation and stewardship program for all donors
- To manage an effective and efficient Development Office
- Work closely with the Executive Director on development strategy and vision
- As part of the senior Management Team on academic and educational programmes
- Work closely with Director of Services and Administration on policy development and financial sustainability
- Oversee preparation of papers, updates and Minutes for Development Council meetings
- Prepare quarterly Development progress report for Trustee dissemination
- Attend and present Development progress updates at quarterly Trustee Board meetings
- Responsibility for the Development annual budget, and contributions to Trustee Report in YE Audited Accounts
- Maintaining robust records
- Overseeing Gift Aid Claims
- In collaboration with the Executive Director, write grant applications for submission.

4. Responsible for staff

- Alumni and Supporter Relations Manager

5. Responsible to (reporting relationship)

- Report to the Executive Director

Salary – Competitive

About You
• You believe in the ability of rigorous research and analysis to make a positive contribution to solving today's most pressing challenges

• You are an experienced fundraiser, with a successful track record of helping not-for-profit organisations to attract and grow income and funding from a wide range of public and private sources

• You are an experienced leader who has managed teams and departments as a Senior manager

• You are entrepreneurial and ambitious but practical in your approach to fundraising and appreciate the balance of skills and requirements that this discipline requires

• You are a proactive networker and collaborator across diverse stakeholder groups, including those within the organisation, to realise the importance each plays in fulfilling the Woolf Institute’s mission

• You feel confident representing the organisation to a variety of stakeholders and creating bespoke cases for support for specific audiences

• You are an excellent communicator - able to identify and build effective narratives of Woolf Institute’s impact to inspire and motivate engagement

• You have experience in fundraising campaigns with an overall goal of seven-figures or higher

Experience and Knowledge

Essential

• Proven experience of securing significant funding from a variety of sources, including high net worth individuals, corporates, trusts, and foundations

• Track record of successful cultivation, solicitation and stewardship of donors for campaigns of £250,000+

• Track record of designing and implementing development strategies, including revenue and capital fundraising activities

• Experience of budget development and management, and an understanding of accounting for gifts and pledges

• Experience managing and executing fundraising events

• Proven ability to manage and grow a list of active and significant donors

• In-depth understanding of the GDPR (General Data Protection Regulation), the Fundraising Regulator's Code of Practice, and applicable UK tax law

Desirable

• Experience of fundraising for social impact and research-focused organisations
Experience of working with high net worth individuals and senior organisational decision-makers

Strong networks and relationships with philanthropists, trust and foundations, and private sector donors

Skills and Attributes

Essential

- Ability to inspire and motivate colleagues to create an effective and efficient team focused on successful income-generating initiatives
- Ability to work flexibly outside of typical office hours, including attendance at evening and weekend functions, as reasonably required
- Excellent interpersonal and communication skills, with the ability to engage a wide range of people
- Strong attention to detail, particularly regarding written work, budget and event planning
- Excellent influencing, negotiation, and diplomacy skills
- Ability to think and operate strategically and provide flexible solutions
- Ability to deliver to demanding deadlines, with a hands-on approach
- Good IT skills, including constituent management systems, such as Salesforce and DonorPerfect
- Ability to self-motivate, work as part of a small team, and support colleagues
- Confident, resilient, and resourceful
- Excellent administrative, organisational and project management skills and the ability to ensure that deadlines are met by self and others
- Ability to undertake overseas travel as required for development events and meetings

Desirable

- An interest in and commitment to interfaith understanding
- Familiarity with the Oxbridge collegiate system, and an understanding of fundraising/development within the context of an academic environment
- It will be expected that whoever takes this post will live in or around the Cambridge area

Start Date

Ideally, we are looking for a suitable candidate to start as soon as possible, however, we appreciate that notice periods may vary, and would encourage all prospective applicants to apply to the role.
Application deadline: 30/10/2020

Expected start date: 07/12/2020

Job Types: Full-time, Contract, Permanent

Salary: Up to £70,000.00 per year

COVID-19 considerations:
Flexible working plans have been implemented, a risk assessment has been produced and circulated for all staff, and the Institute building has been adapted to follow all national guidelines regarding social distancing restrictions and personnel limits.

Interested candidates should email the Director of Services & Administration, Ms. Amy Rhys-Davies, at ar936@cam.ac.uk and cc Ms. Emma Heyn, Operations Assistant, at ech64@cam.ac.uk by no later than 5 pm on October 30th.