



Selwyn College Cambridge

Director of Development
Selwyn College, Cambridge



Welcome

Thank you for your interest in Selwyn College. A little over a year ago I was embarking on the selection process for the Mastership. I'm glad I did.

Selwyn is distinct for its welcoming atmosphere, and its combination of a strong, diverse community and academic excellence. Our results consistently place us within the top five Cambridge colleges. We have demonstrated that we can set high standards and be open and accessible to students who would never have considered Cambridge to be for them. Our success comes from a scholarly partnership between Fellows and students, a supportive environment which creates the space for us all to study and think, and from our alumni who generously give back to the next generation.

We can only continue to do this if we have a strong financial base. In the last ten years the college has run a major capital campaign and significantly improved its campus and facilities. We are looking for a new Director of Development who can work with us to design and deliver our next major fundraising effort. This will take energy, verve, and imagination. The successful applicant will be able to lead a team and be part of a team, develop instrumental relationships with our huge alumni community, elicit major donations, and foster an environment which makes people want to contribute.

This year we celebrate the 50th anniversary of the admission of women to Selwyn. We are also approaching the 150th year of the college's founding. These two milestones are big opportunities for us to set out new ambitions. Our next Development Director will be a critical part of that effort, and vital to our future success. I wish you luck with your application, and I hope you get a chance to experience what a special place this is.

Suzanne Raine

Master

About us

Selwyn is a constituent college of the University of Cambridge. It is renowned for achieving striking academic success whilst also being welcoming, forward-thinking and inclusive. It is committed to fair access and consistently exceeds the University average for undergraduate admissions from the state sector, while maintaining the highest academic standards.

The college was founded in 1882 in the memory of George Augustus Selwyn, who was the first Bishop of New Zealand (1841-68) and later Bishop of Lichfield (1868-78). Starting with just 28 undergraduates, it now has nearly 400 undergraduates as well as over 300 full- and part-time postgraduate students. The college was one of the first in Cambridge to go co-educational, admitting women in 1976. There around 60 Fellows, a body of Bye-Fellows and Research or Teaching Associates, and around 110 non-academic staff.

Academically, Selwyn ranks amongst the top performing colleges in the university. It is committed to the principle of fair access and works actively to increase the number of students from schools and colleges with little or no tradition of sending students to Cambridge. In recent years around 80% of admitted undergraduates have consistently been from grant maintained (state) schools, and the college has consistently met or exceeded all widening participation targets, while maintaining the highest academic standards. The three Admissions Tutors, aided by two Schools Liaison Officers (both donor funded roles) and many of the Fellows, are active in the college's link areas of West Yorkshire and East Berkshire, and these initiatives have made a demonstrable impact on the aspiration of sixth-formers in these areas.

The college is a registered charity. The trustee body of the charity is the College Council. Day-to-day management and the execution of policy within broad guidelines are primarily for various college officers: the Master, Vice-Master, Bursar, and Senior Tutor. The Governing Body brings together all non-retired Fellows on a termly basis to discuss major items of college business. The Development Director will be made a Fellow of the college and is a key member of senior management. As part of the Fellowship, the Development Director assumes both the privileges and responsibilities that come with being a full part of such a community.



Development and Alumni Relations

The college has a very active alumni and development programme, with a strong participation rate of around 19% across our addressable alumni database of 8,000 contacts. Prominent alumni include Hugh Laurie, Tom Hollander, Wes Streeting, Kate Forbes, John Sentamu, Robert Harris, David Thomson, David Li, Nigel Newton and Clive Anderson. At nearly 150 years old, Selwyn is still relatively young, meaning alumni have been directly involved and made substantial contributions to its physical development; building the college still feels like a collective endeavour. The Development Office, led by the Development Director, set the tone for alumni engagement and manage all relationships and events whose purpose is to maintain an immediate and positive connection with those who studied here in the past.

It has a highly successful track record in fundraising, having raised over £40m in the last ten years. Just under half of this fundraising has supported capital works, including the new Bartlam library and Quarry Whitehouse auditorium, the carbon-neutral redevelopment of three hostels inclusive of innovative ground source heat pump technology, and the extension of the solar panel array on our largest accommodation building, Cripps Court. In the last few years we have essentially completed an estate plan initially developed in 1996, and so are turning our attention to supporting the next iteration of the college's future in estate master planning. This includes a smaller (£4m) project to refurbish two villas in Ann's Court North, making best use of a necessary refurbishment to add new wheelchair accessible facilities and to reorientate the villas so that they face inwards towards the court. In addition to this investment in the estate, college fundraising has supported new Fellowship and staff roles across academic teaching, welfare and outreach, enabled nearly 20 studentships of varying levels in the most recent financial year alone, and has supported the growth of the College endowment, which has doubled in ten years to over £80 million today.

The college's educational priority is to find the right students, and give them the best possible education. It is only able to find and offer places to the widest possible field of candidates through donor-funded outreach and scholarships. It can only maintain the provision of small-group undergraduate supervisions by, for example, investing in tenured teaching Fellowships, and electing as Fellows post-doctoral researchers with an interest in teaching. Selwyn also places particular emphasis on the pastoral role of Tutors, Directors of Studies, the Chaplain, and the College Nurse. The college is proud of the achievements of its students in their extra-curricular activities such as sport, drama, and music, including our highly regarded Chapel Choir.



Future priorities

Despite the success in growing the endowment, it remains small by Cambridge standards. The College now wishes to consolidate recent successes and work together through 2027 to develop a new major fundraising campaign. The priorities are to secure permanent endowed funding for teaching posts, to consolidate student support – both academic and in welfare - and outreach, and to safeguard our financial future. This will allow the college to maintain and develop the quality of its teaching and research, and attract and support the best students irrespective of social or financial circumstances. The college is also considering an updated estates masterplan which will suggest new opportunities to maximise the benefit for its community from its estate. The new Development Director will play a key role in shaping and delivering the fundraising campaign strategy leading up to the 150th anniversary in 2032, and beyond.





Job description

Job title: Director of Development

Reports to: Master and Bursar

Direct reports: Six (4.8 FTE) members of the Development Office team

Role purpose:

The Development Director has overall responsibility for setting and delivering the college's development programme, embracing both fund-raising and alumni relations. The purpose of the programme is to build, maintain and enhance the relations between Selwyn, its members, well-wishers, and other potential supporters, in support of the college's long-term development goals.

As such, the Development Director is responsible for developing and implementing the college's development strategy, and for managing the work of the Development Office to achieve its strategic objectives and specific targets. The Development Director reports to the Master and the Development Committee on strategic issues, and to the Bursar on budgetary and management issues.

The Development Director is responsible for cultivating and raising principal (£250,000+) gifts to the college through face-to-face solicitations, and for stewarding existing major donors through meetings and regular communication. The Development Director has overall responsibility for the college's comprehensive alumni relations programme, ensuring that it continues to evolve to meet the needs of alumni and take account of best practice in peer institutions in the UK and USA. The Development Director has line management, mentoring and career development responsibility for the six (4.8 FTE) other members of the Development Office team.

The role is Cambridge based. It involves dealing with high-profile individuals and requires regular work outside normal office hours, including weekends. There is also a need for regular travel outside Cambridge, both UK and overseas.

As a member of the college's senior management team, the Development Director is expected to lead by example, help foster team spirit within the office and across departments, suggest strategies for improvement, and contribute to the smooth and effective governance of the college. The ability to chair meetings effectively, deal with Fellows as an equal, and to speak confidently in public is essential.

Main responsibilities

- Develop and implement the development and alumni relations strategy and related operational plans, to optimise giving from the college's donor constituency for agreed college fundraising priorities.
- Take account of best practice across Cambridge and in other peer institutions and educate other Fellows to understand how effective fundraising works.
- Develop and implement the strategy for forthcoming campaign(s) to meet the future priorities detailed above, and manage the operations and staff of the Development Office to deliver this.
- Work with the Bursar to agree and manage the development office budget, ensuring the best possible return on the college's investment.
- Work with the Senior Tutor and Admissions Tutors to develop the case for support for areas such as access and student support, and the appropriate fundraising strategy for each.
- Identify, research, cultivate and solicit principal and major prospects through face-to-face meetings, involving and supporting the Master in engagement with the college's top prospects.
- Steward existing major donors through individual meetings, report and regular communication, and ensure good stewardship of all college donors and volunteers.
- Establish effective working relations with the Master, Fellows, Development Committee and all relevant constituencies including the College Council and the Governing Body. Report to each of these on funds raised, on fundraising strategies and initiatives, and their effectiveness.
- Set the priorities for the Development Office and provide clear purpose, direction and line management of six (4.8 FTE) support staff, including objectives and target setting reflecting ambitious personal development for all individuals in the team.
- Maintain and evolve the college's cycle of fundraising, alumni engagement, and wider communications programmes, including the Master's Circle, 1882 Society, and other established groups and events. The Development Director is expected to attend events as the senior representative of the Development Office.
- Represent the college on university and inter-collegiate committees and maintain good working relations with these bodies and other college development offices.
- Oversee and contribute to the Selwyn alumni website, the Annual Report and other publications. Direct the activity of the Communications and Marketing Officer with the Head of Communications, to deliver each of these.
- Liaise with other departments, and cause team members to do so, to ensure effective and positive collaboration between the Development Office and other parts of the college.
- Maintain compliance with regulation and good practice, both specific to fundraising, and more broadly across data protection, health and safety, equality diversity and inclusion, and other relevant areas. This includes, though is not limited to, performance of due diligence checks in relation to significant donations.
- Undertake any other duties which may arise from the character and nature of the post.

Person specification

Knowledge and experience

- Substantial and demonstrable knowledge and experience of all areas of development including building the case for support, fundraising, running Annual Fund and legacy programmes.
- Ideally with experience of designing innovative campaigns, and realising them.
- A proven track record of securing six and seven figure gifts through face to face fundraising with major donors, and achieve challenging fundraising targets.
- Experience of managing and inspiring a team, and of evaluating and evolving fundraising effectiveness.
- A proven record as a team player across peer relationships in a complex organisation.
- Experience of working in an academic or comparable environment, leading to an understanding of the needs of the college and the ability to communicate these to potential donors.
- Budget management experience with the ability to think strategically and show good judgement.
- Educated to degree level.

Skills and abilities

- Proven influencing and negotiating skills.
- Strong written and oral communication and interpersonal skills.
- Excellent organisational and leadership skills.
- IT and database literate.
- Keen attention to detail.

Attitudes and approach

- The capability to work as an equal with the Fellows.
- Target driven with a demonstrated commitment to teamwork.
- Mature, confident and well presented.
- Energetic and resilient, with political acumen, capable of forming positive relations with Fellows, staff, students, alumni and others.
- Confident and outgoing, with the presence and intellect to operate effectively at a senior level.
- Interest in and support for the ethos and aims of the college.
- Ability to deal with committees and to work consultatively within democratic, rather than managerial, structures.
- Sympathy with the aim, objectives and academic value of an institution at the top of the higher educational systems.
- A commitment to the vision and values of Selwyn.

Terms of appointment

Salary

Competitive salary in the region of £90,000 per annum on a permanent, full-time basis.

Location

Based in Cambridge and onsite presence critical. Support with relocation arrangements can be provided.

Pension

The college offers contributory membership of the University Superannuation Scheme.

Annual leave

Six weeks, plus bank holidays.

Additional benefits

Fellowship, entertainment allowance, up to seven meals per week, and access to the college gym.





How to apply

We hope you will consider making an application. To make an application, please go to <https://starfishsearch.com/jobs/scc-dir-dev/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Friday 20th March 2026

Preliminary interviews: Week commencing 30th March 2026

Final Panel interviews: 27th, 29th & 30th April 2026