



Associate Director, Major Gifts – California

Cambridge in America

From its location in New York City, Cambridge in America (CAm) promotes interest in and support for the University of Cambridge (UK) and its constituent Colleges among alumni and friends in the United States and in the Americas.

Cambridge in America runs alumni and development programs aimed at showcasing the best of Cambridge, working in partnership with University and College leadership. A historic institution of higher education in the United Kingdom, Cambridge consistently ranks among the very top research universities worldwide, with more than 18,000 students from all walks of life and all corners of the world, nearly 9,000 staff, 31 Colleges and 150 Departments, Faculties, Schools, and other institutions. Sustaining a university of this caliber demands continual investment, therefore fundraising efforts and innovative partnerships are vital and an essential element of the work of Cambridge in America. During the last five years, more than \$366 million has been raised by Cambridge in America. Currently Collegiate Cambridge is in a £2 billion GBP campaign, and it is an exceptionally exciting time to join the high-performing team at Cambridge in America.

Associate Director, Major Gifts

The Associate Director (AD), Major Gifts will be responsible for managing a portfolio of approximately 60-75 prospects and donors capable of making six figure gifts and above. The AD is based in New York and will cultivate, steward, and solicit donors and prospects in California and other regions as assigned. The AD will be responsible for the management of a volunteer regional committee based in the Bay Area. The AD will work in collaboration with CAm development staff, as well as colleagues from the University of Cambridge (UK) and the constituent Cambridge Colleges. The AD will be a member of the fundraising team with two counterparts managing New England and Pacific Northwest; and D.C./Southeast as well as colleagues managing New York and handling principal and planned gifts.

Responsibilities

Under the direction of the Director of Development and Regional Strategy, responsibilities will include:

- Management of a targeted portfolio of individual alumni, non-alumni, and a small pool of corporate and foundation prospects, as assigned.
- In coordination with the Director of Development and Regional Strategy and specified CAm, College, and University staff, develop and implement an annual plan for prospect outreach, visits, and asks for individual alumni prospects to reach activity and solicitation goals.
- Ensure appropriate support for fundraising work with prospects, including updating and maintaining donor files, databases, research, and proposal information, among other functions.
- Assist with implementation and staffing of CAm and University of Cambridge events, including occasional night and weekend events and regular travel to assigned regions. Handling occasional donor and prospect inquiries and requests by phone and email.
- Perform additional duties as assigned by the Director.

Qualifications

- Three to five years of experience in development with demonstrated results in fundraising from individuals and in complex gift solicitations. A minimum of 2 to 3 years direct experience in face-to-face fundraising.
- Knowledge of California/West Coast philanthropic community and trends highly desired.
- Capacity to develop trust and maintain highly collegial and collaborative working relationships among staff and volunteers as well as the Cambridge community.
- A high degree of professionalism, including the demonstrated ability to manage responsibilities with accountability, flexibility, integrity, and tact.
- Outstanding organizational skills.
- Results-oriented with a demonstrated ability for excellent project management from inception to completion and follow-up. Ability to pursue plans effectively or change course if necessary and to facilitate projects in “start-up mode.”
- Exceptional oral and written communication skills.
- Ability to travel domestically and internationally. Approximately 25-40% once business travel resumes. Ability to work in the US.
- Bachelor’s degree required. Graduate degree recommended.

CAM is currently operating on a hybrid schedule of three days working in the office and two days working remotely.

Please note that proof of vaccination will be required.

To apply for the position please send a cover letter and resume to: mail@cantab.org. A cover letter is an integral part of the application process and must be submitted with a resume to be considered for the position.

CAM is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws. CAM prohibits discrimination against employees and applicants for employment because of the individual’s race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, or any other characteristic protected by law.