

PEMBROKE COLLEGE

Cambridge
CB2 1RF

Development Officer
(Stewardship) Maternity Cover
Development Office



August, 2026

Welcome to Pembroke

Thank you for your interest in the position of Development Officer (Stewardship) Maternity Cover (12 Months) at Pembroke College.

I hope that this information pack will encourage your interest in the position within a committed, supportive network of colleagues who will share your determination to engage wide and diverse audiences in our work.

Important Dates

Closing Date for Applications:
24th August, 2026

Interview Date:
28th August, 2026

We reserve the right to close this post earlier if we receive sufficient applications.

Head of Department

Matthew Mellor,
Development Director



About Our College

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own chapel. Located in the heart of the University city, Pembroke is set within an impressive environment with varied architectural styles framing beautiful gardens and open courts. It's the perfect place to encourage creativity and innovation.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background and giving them the benefit of contact with a large and distinguished Fellowship. It is equally committed to attracting early-career academics and staff of exceptional promise, as well as those with established careers, and ensuring that Pembroke provides a culture and a community where every member is able to flourish.

Pembroke thrives on conversations - between generations and disciplines, between undergraduates, graduates, senior Members and professional colleagues, between current students and our alumni, and between the academy and the wider world. It is an exceptionally friendly college full of talented individuals. We take our responsibilities of working at the highest level seriously and support each other to achieve this.

Since 2020, the number of applications to Pembroke has grown by over 12%, rising from 891 in 2020 to 1006 in 2024. This has largely comprised increased applications from those from the state school sector, with this demographic seeing a 9.3 percentage point increase in applications. Pembroke is routinely one of the most competitive colleges to apply to, and our students do well when they are here. In 2024, Pembroke ranked fourth out of 29 colleges that admit undergraduates when it came to exam performance.

Pembroke is also increasingly diverse and takes seriously its commitment to achieving the University's widening participation targets. Since 2022 the College has seen a 5 percentage point increase in admittances from those living in the two most deprived quintiles of the UK, according to the Indices of Multiple Deprivation (IMD); in 2024 these students comprised 19.3% of home entrants.

The admissions work is supported by the outreach and recruitment work that the admission office also undertakes; between 2017 and 2024, this involved working with over 26,000 students from over 1,890 schools.

The Department

Are you passionate about fostering a culture of giving and philanthropy? Do you thrive on building relationships and coordinating strategic fundraising initiatives? Following the successful completion of its highly ambitious fundraising campaign, this is an exciting time to be joining Pembroke and one of the most experienced and successful Development teams in Cambridge.

The Office is regarded highly in Cambridge and its results are regularly in the top 3 colleges. Development operations include a comprehensive fundraising programme ranging from major gift fundraising to annual giving initiatives such as the telephone campaign, reunion giving and giving day. Alumni relations span local, regional and international events and communications, tailored to alumni of different generations and with different interests.

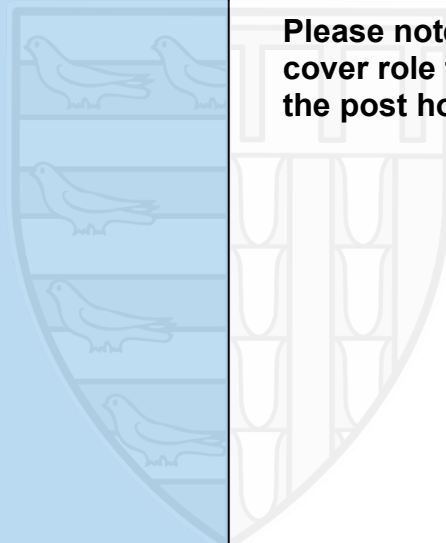


The Role and its Purpose

To work closely with the Development Director and the Deputy Development Director to ensure the College meets its fundraising targets. The post-holder will be working actively to substantially increase alumni engagement and sustain giving.

To be responsible for the stewardship of mid-level and larger donors.

Please note that this is a fixed term maternity cover role for 12 months or until the return of the post holder, whichever is soonest.



Responsibilities

Bespoke Stewardship

- To create and implement a calendar for donor stewardship that responds to the College annual cycle and aligns with other Development communications
- To produce annual, bespoke stewardship reports for individual donors (normally major gift donors)
- To convene the bi-weekly stewardship meetings involving the Development Director, Deputy and Researcher
- To remain informed about what is going on in College to look for opportunities to involve / invite donors

Stewardship - Newsletters

- To produce and send the biannual 'Pembroke Thanks' stewardship newsletter
- Produce the annual Donor Report which is circulated with the *Annual Gazette* every October
- To produce and send out annual news updates from the Bursar and the Senior Tutor to a designated group of donors

Societies / Events

- To organise the annual December gathering of the Edmund Spenser Society; this means communicating both with beneficiaries and donors
- To organise regular and *ad hoc* gatherings of the Foundress' Society
- Attend the aforementioned and other donor-related events including the Master's Society, the Matthew Wren Society and the Annual Benefactors' Reception

Fundraising

- Face-to-face meetings: Arrange in person or virtual meetings with mid-level (£2K - £10K per year) prospects, as well as lower level (£1K - £2K) prospects. Some higher level (£10K - £50K) prospect meetings may also take place
- Renewal calls and pledge chasing: Make weekly phone calls to alumni whose gifts are expiring or who have made gift pledges
- Legacy fundraising: together with the Deputy Director, develop and implement a new legacy fundraising strategy
- Project fundraising: raise funds for specific projects e.g. Boat Club

Administrative / Other

- As required become involved in the work of other colleagues in the Development Office
- Undertake any other duties that may arise due to the nature and character of the post, or as a direct request from the Development Director or Deputy

The Person – is this you?

Qualifications / academic achievements / education

- University degree or an equivalent qualification (Essential)
- CASE training / CCDG training (Desirable)

Skills / knowledge / training

- Strong experience in Microsoft applications (Essential)
- Strong organisational and prioritisation skills (Essential)
- Excellent interpersonal skills (Essential)
- Ability to multi-task and be responsive (Essential)
- Knowledge of the Cambridge collegiate University structure (Desirable)
- Knowledge of Development Office processes, particularly use of Raiser's Edge or other database software (Desirable)

Experience

- At least two years of fundraising experience or working directly with donors (Essential)
- 3 – 4 years of fundraising experience (Desirable)
- Previous Development Office experience (Desirable)
- Previous Oxbridge collegiate University experience (Desirable)

Personal Attributes

- Courteous and confident communication (Essential)
- Attention to detail (Essential)
- Flexibility (Essential)
- Effective team worker (Essential)
- Self-motivated and driven (Essential)
- Positive and respectful attitude towards building relationships with colleagues, other members of the College community and alumni (Essential)
- Initiative taking (Desirable)
- Creative (Desirable)

Special Conditions

- Will be expected to do some international travel (Essential)
- Will be expected to work on some weekends and evenings (Essential)

Confidentiality

- Must be able to maintain high standards of discretion and confidentiality (Essential)
- Experience of working in a confidential environment (Desirable)



Pembroke Benefits

Annual staff outing

Annual Leave Purchase Scheme

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty when the
serving is open

Use of free passes to the Botanical
Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

Subsidised health care

and more.....

*Some benefits are non-contractual and may be
withdrawn.*

*Some benefits may be subject to a qualifying
period and/or subject to terms.*

Department Structure

Development Director

Deputy Development Director

Development Officer
(Stewardship)
Maternity Cover

195 Staff

73 Fellows

440 Undergraduates

300 Postgraduates



How to apply:

If you would like to have an informal conversation about the post, please contact James Anderson – james.anderson@pem.cam.ac.uk at 01223 764568.

Please complete an [Application Form](#) and [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#).

Completed application forms together with a covering letter can be emailed to: hr@pem.cam.ac.uk or alternatively posted to The HR Office, Pembroke College, Trumpington Street, CB2 1RF. Please do not include separate CVs.

We look forward to hearing from you.

[Privacy Statement](#)

Further information

Job title: Development Officer (Stewardship) Maternity Cover (12 months)

Location: Trumpington Street, Cambridge, CB2 1RF

Reports to: Deputy Development Director

Salary: £37,368 - £40,704 per annum

Working Hours: 36.5 hours per week

Length of Appointment: This is a fixed term maternity cover role for 12 months or until the return of the post holder, whichever is soonest

Health and Safety:

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

Equality Statement:

We are committed to creating an environment where people of all backgrounds can thrive and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.

Parking

The College cannot guarantee a parking space will be provided as part of the role.



Wellbeing and Events

2026

February

- Tuesday 3rd - Pembook Club
- Thursday 5th - Time to Talk Day
- Tuesday 17th - Pets as Therapy
- Tuesday 24th - Sound Bath

April

- Tuesday 7th - Pembook Club
- Wednesday 15th - Staff BBQ
- Date TBC - Self Defence Skills

June

- Tuesday 2nd - Pembook Club
- 8th - 14th - Men's Health Week

August

- Tuesday 4th - Pembook Club

October

- Breast Cancer Awareness Month
- "Have Your Say" Staff Survey
- Tuesday 6th - Pembook Club
- Date TBC - Flu Vaccine Clinic
- Saturday 10th - World Mental Health Day

December

- Tuesday 1st - Pembook Club
- 1st - 5th - National Grief Awareness Week
- Date TBC - Xmas Pembrew
- Date TBC - Xmas Lunch
- Date TBC - Wreath Making
- Date TBC - College Festive Event

January

- Pemwell Issue 5
- Monday 19th - Pembrew (Blue Monday)
- Tuesday 20th - Beat the Winter Blues Session
- Thursday 22nd - Master's New Starter's Tea Party

March

- Friday 6th - Staff Appreciation Day
- Wednesday 18th - Pembrew

May

- National Walking Month
- 11th - 17th - Mental Health Awareness Week
- Thursday 14th - Pembrew
- Tuesday 19th - Long Service & Kilby Prize
- Tuesday 26th - Walk & Talk

July

- Pemwell Issue 6
- Tuesday 14th - Rock Painting

September

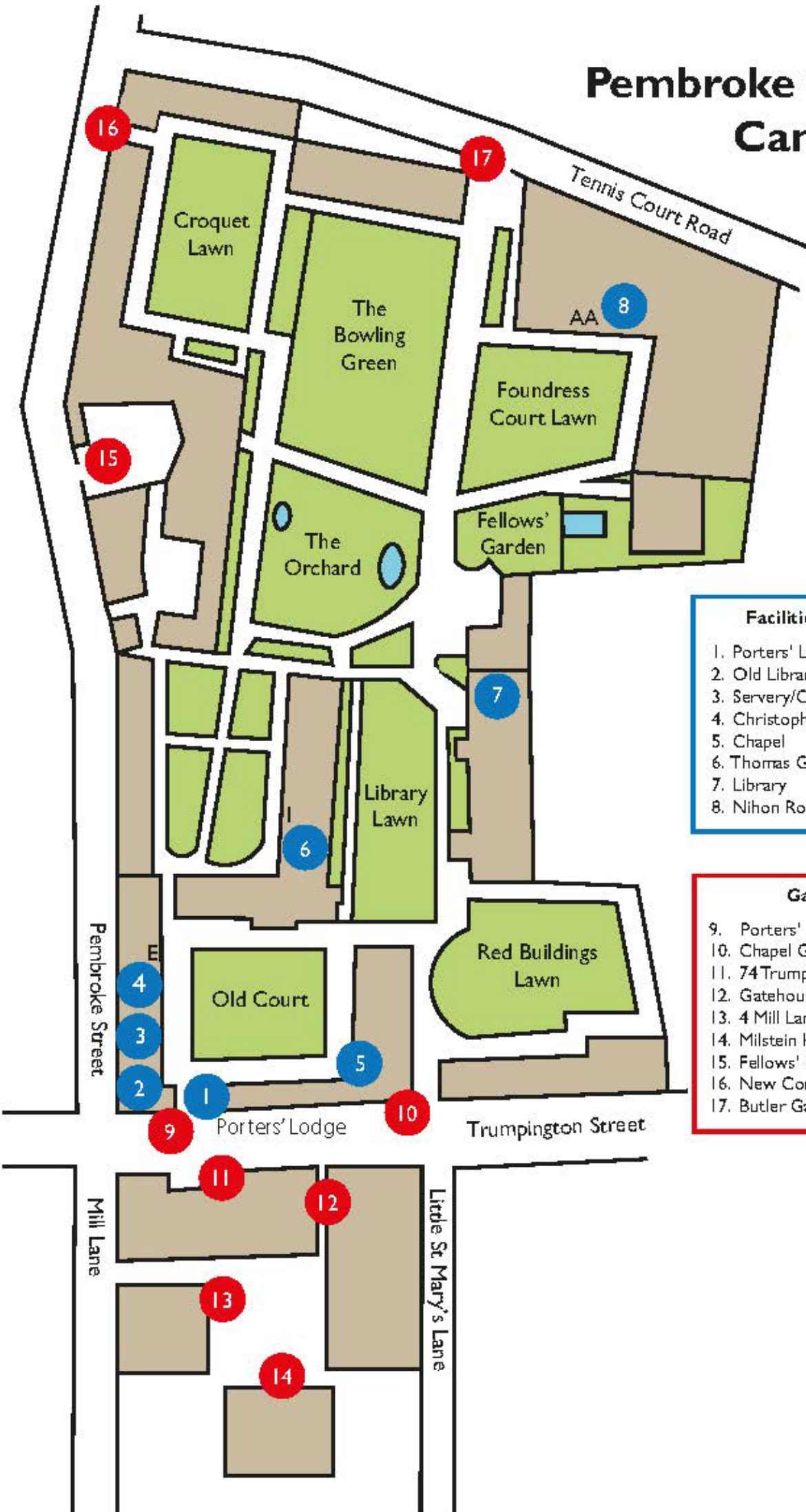
- Thursday 3rd - Staff Outing
-Theatre Trip to London or
-Meal in Cambridge

November

- Movember - supporting men's health
- Date TBC - Staff Xmas Quiz

Pembroke College Cambridge

CB2 1RF



Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)