



Job title	Director of Development and Alumni Relations	Job family and level	Administrative, Professional and Managerial Level 7
School/ Department	Development & Alumni Relations Office (DARO)	Location	TBC

Purpose of role

The Director of Development and Alumni Relations will provide visionary leadership and strategic direction for the University's philanthropic and alumni engagement activities, significantly contributing to the overall objectives of the university.

Reporting to the Interim Chief Strategy Officer, the role holder will be responsible for developing and delivering an ambitious advancement strategy that secures sustainable philanthropic income, enhances alumni pride and advocacy, and strengthens the University's global reputation.

The role will lead a multi-disciplinary team across development, alumni engagement, and operations, ensuring high performance, cross-team and wider functional collaboration, and alignment with institutional priorities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Strategic Leadership and Direction <ul style="list-style-type: none">▪ Provide strategic oversight and leadership for the development and execution of a comprehensive advancement and alumni engagement strategy aligned to the University's current and future priorities.▪ Set clear performance objectives and KPIs across fundraising, alumni relations, and operational functions.▪ Provide leadership for the University's major campaigns and annual giving programmes, securing transformational and sustainable gifts.▪ Champion a culture of collaboration between the Development and Alumni Relations teams to drive an integrated advancement approach.	40%
2	Stakeholder Engagement and Representation <ul style="list-style-type: none">▪ Act as the principal ambassador for the University's philanthropic efforts, building relationships with senior donors, alumni, and institutional partners.▪ Develop an external network of philanthropy advocates and volunteers to identify and cultivate philanthropic prospects.▪ Cultivate relationships with the Chancellor and Board of Council where appropriate to open networks and facilitate philanthropic giving.	25%

	<ul style="list-style-type: none"> ▪ Collaborate closely with the Vice-Chancellor, Provost, Chief Strategy Officer, and senior academic and professional leaders to shape the case for support and develop strategic fundraising priorities. ▪ Represent the University at high-profile events, domestically and internationally, to cultivate key donor and alumni relationships. 	
3	<p>Operational Oversight and Governance</p> <ul style="list-style-type: none"> ▪ Oversee financial and operational management of DARO, including business and budget planning, compliance, and risk management with an emphasis on collaboration across teams. ▪ Ensure the integrity and effective use of the University's CRM systems and data governance practices. ▪ Embed robust reporting processes to monitor performance and demonstrate the impact of philanthropic and alumni activities. ▪ Provide professional presentations and reports to relevant committees and University leadership as required. 	15%
4	<p>Team Leadership and Development</p> <ul style="list-style-type: none"> ▪ Lead, motivate, and develop a high-performing team, building capacity and capability across all DARO functions: <ul style="list-style-type: none"> ○ Deputy Director, Development ○ Deputy Director, Development Operations ○ Deputy Director, Alumni & Networks ○ Director of Advancement Asia ○ Operations Manager ▪ Foster a culture of excellence, accountability, and professional development. ▪ Embed equality, diversity and inclusion principles, in line with expectations set by the University. 	10%
5	<p>Campaign and Philanthropy Development</p> <ul style="list-style-type: none"> ▪ Lead the strategic planning and enhancement of major multi-year fundraising campaigns focused on the University's strategic priorities. ▪ Oversee development of a sustainable major gifts pipeline, regular giving programmes, and a robust legacy giving strategy. ▪ Ensure exceptional stewardship and donor experience, enhancing long-term engagement and loyalty. 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Effective stakeholder management and influencing skills at the senior level, with advanced negotiation skills to resolve complex issues. ▪ Proven strategic planning, financial management, and governance expertise. ▪ Proficient in translating high-level ambitions into a team vision and implementing a strategic framework for service delivery to achieve strategic objectives. ▪ Inspirational leadership style with the ability to build, lead and develop high performing teams. 	
Experience and Knowledge	<ul style="list-style-type: none"> ▪ Senior level experience in advancement or related fields in large, complex organisations. ▪ Knowledge and expertise in leading and delivering high-value fundraising campaigns. ▪ Demonstrated leadership and people management experience. 	<ul style="list-style-type: none"> ▪ Experience in a higher education setting or global advancement environment. ▪ Knowledge of tri-campus or multi-regional university models. ▪ Knowledge of global fundraising markets, particularly Asia. ▪ Understanding of CRM systems and data analytics to inform strategic decision-making.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree or equivalent professional qualification (or relevant equivalent experience) 	<ul style="list-style-type: none"> ▪ Advanced fundraising, leadership, or management qualifications (e.g., CFRE, MBA).



Athena Swan
Gold Award



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
Taking ownership	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
Forward thinking	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
Professional pride	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
Always inclusive	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

