
VHI DEVELOPMENT OFFICER

Advertisement

The Von Hügel Institute for Critical Catholic Inquiry (VHI), based at St Edmund's College in the University of Cambridge invites applications for the new position of Development Officer. In its 30th anniversary year the VHI is embarking on a major fundraising campaign and seeks a dynamic, and innovative staff-member to support this operation along with the VHI Director and the College's Development Office to ensure a long and sustainable future for this unique research institute. You will be bright, energetic, enterprising, driven, flexible, and an excellent communicator. Duties will include benefactor research, grant application writing, campaign management, and some external communications and PR. This is a fantastic opportunity in a unique institution. This is a full-time position for one year in the first instance. Flexible work hours may be considered. Salary will be commensurate with experience up to a level of £30,000, along with an attractive benefits package.

Further particulars about this position and information about the VHI may be found on our website: www.vhi.st-edmunds.cam.ac.uk

Applications, in the form of a covering letter and CV, along with 2 reference letters, and a completed College application form should be sent to vhi-director@st-edmunds.cam.ac.uk by 5 pm on Friday 7 July 2017. Interviews will be held on 18 July and will include some practical fundraising exercise tasks. It is hoped that the successful candidate will be in post in September 2017.

FURTHER PARTICULARS

Von Hügel Institute for Critical Catholic Inquiry

The Von Hügel Institute for Critical Catholic Inquiry is a leading interdisciplinary research centre in the University of Cambridge developing the resources of the catholic Christian tradition for a better shared future. Our programme of seminars, lectures, conferences, research networks, international collaborations and educational events have produced lasting impacts around the world

Our research is anchored in the catholic worldview: seeing all elements of life and the cosmos in their underlying unity. It seeks the universal optic, or *universitas*, which was the foundation of universities around the world. We aim to be a critical resource for the academy, the churches, and the world: transforming all for a better, more inclusive or catholic, future.

In our 30th anniversary year we are relaunching the VHI with a bold expansive vision. We seek to become the first Institute of Advanced Studies in Europe inspired by the Catholic worldview. Catholic because it seeks to see all of reality, in all its riotous diversity, in the round—*kat'holou*, according to the whole: expansively interdisciplinary. As academic work is becoming increasingly fragmented and narrow, the VHI dares to think and act beyond disciplinary borders and to link that research with real life on the ground for a better shared global future: a place for conjunctive, or joined-up, thinking. In particular, we seek to think together the descriptive and the normative, the micro and macro, the theoretical and the practical. Over the next ten years we will be working to create a permanent and fertile home for this catholic kind of thinking at the heart of St Edmund's College in the world-leading University of Cambridge, drawing on its scholarly expertise and resources.

Our international team of researchers, drawn from across the disciplines, is primarily engaged in high quality academic research. This results not only in books, articles, reports, but also in societal impact through media dissemination, work with governmental and ecclesial bodies, as well as NGOs. Our recent outputs have had bearing on contemporary issues such as migration, patenting of genetic material, understandings of health and ill-health, human dignity, and inter-religious relations in the 21st century.

During the 30th anniversary campaign we seek to expand our activities and impact by establishing several annual visiting research fellowships at several different levels, drawing the best thinking from around the world to work creatively with Cambridge's outstanding intellectual resources. We will further enhance our impact on future leaders by establishing a number of postdoctoral and graduate studentships. Our occasional conferences will become annual and a leading venue for high-quality, international thinking on global issues in a universal perspective. All of this will further fuel our impact through online and other media.

All our activities will be housed in state-of-the-art facilities in the new wing of St Edmund's College. This major development will ensure the VHI's distinctive contribution well into the future.

St Edmund's College

One of the 31 constituent colleges of the University of Cambridge, St Edmund's was founded in 1896, and in 1965 became one of the new graduate Colleges. It obtained full collegiate status in 1996 and its recent history has been marked by rapid growth so that it now comprises 60 Fellows; a student body of over 500, most of whom are studying for postgraduate degrees, together with 120 mature undergraduates, and 45 FTE members of staff. The College is totally multidisciplinary, hosting students in all the subjects and degrees offered at the University. The student body is highly international with over 80 nationalities represented amongst its current students.

The College is known for its friendly, informal and international atmosphere and undergraduates, graduates and Fellows mix freely. The friendly and relaxed nature permeates through all aspects of College life, giving a busy and varied social and academic life. It is one of the few Colleges where the Master, the Tutors, Directors of Studies and others sit and dine together with the students rather than on a separate high table. The College is genuinely collegiate, collaborative, and community-focused.

St Edmund's is distinctive in its religious heritage and in nurturing interdisciplinary research. Unique among the Cambridge Colleges, St Edmund's College Chapel is a Catholic foundation. The Dean is, by Statute, a Catholic priest and the Chapel provides a place of worship to members of the College and the University, as well as the local community.

St Edmund's is set in large, quiet and pleasant grounds close to the University Library and the city centre, whilst enjoying easy access to the University West and North West Cambridge sites.

VHI Fundraising

In its 30th anniversary year the VHI is launching a major fundraising effort. In concert with the College's appointment of a Development Director and expansion of its fundraising activities in connection with its East Court project in which the VHI will be housed in its own dedicated floor (300m²), the VHI seeks to endow the long term future of its contributions to the academy, the church, and society. An ambitious £30 million campaign to be launched in the 2017-18 academic year has been conceived by the new Director, along with a fresh vision for the institute. The Development Officer will be a key element in bringing this vision to reality.

The Development Officer will work very closely with the Director of the VHI, as well as the VHI Administrator. The appointee will need to collaborate and coordinate with the College's Development Director, the College's Development Office, and the University's Development and Alumni Relations Office. The postholder will work across all areas of the VHI development operation. Key to this work will be the researching of potential donors—individuals as well as trusts and foundations—establishing contact and approaches for the Director, fundraising records' management and accountability, gift-processing, as well as some external communications work. It is essential that the successful candidate has some knowledge of the global Roman Catholic context.

The VHI is currently housed in two offices within the Norfolk Building at the heart of St Edmund's College. In December 2017 the Institute will move to larger dedicated quarters in Benet House for some years prior to the building of the College's new East Court building in which the VHI will have its own dedicated research floor and offices.

Job Description

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| Title | VHI Development Officer |
| Location | St Edmund's College, Cambridge |
| Reports to | VHI Director |
| Hours | Full-time (hours to link with those of the VHI Director) |

The VHI Development Officer will have a challenging and stimulating job, key to the long-term future of the VHI at the heart of St Edmund's College.

The postholder will share responsibility for the all day-to-day management of the incipient VHI fundraising operation. These will include, but not be limited to:

- **Strategy and Management.** Along with the VHI Director, and liaising with College and University development teams, the postholder will play a key part in developing the fundraising strategy of the VHI and its implementation. Since this is a new operation, realistic, innovative, and far-sighted thinking will be essential.
- **Research.** The postholder will play a major role in researching potential donors, both individuals as well as trusts and foundations and others, in the UK and globally. Familiarity with prospect research tools and techniques will be useful, especially within the Catholic and religious context. Persistence and lateral thinking will be key.

- **Approaches.** The postholder will set up effective lines of communication with potential benefactors and set up meetings for the Director. Confident and tactful communication skills will be key.
- **Accountability and Administration.** The postholder will handle all database, correspondence, approach, gift-processing, and financial records to do with the VHI fundraising campaign in liaison with College and University development offices. Attention to detail and meticulous record-keeping will be essential, as will excellent and adaptive IT skills.
- **Communication.** The postholder will contribute to the external communications of the VHI. Excellent communication skills—written, oral, and online—will be vital.
- **Liaison.** The postholder will be responsible for all liaison and collaboration with the College and University Development teams. The ability to work proactively, creatively and responsibly in a small team will be fundamental.

The job offers a fantastic opportunity to help set up an innovative and progressive development operation for a unique institute within a premier research university.

Person Specification

Essential

- Excellent communication skills (oral, written)
- Excellent IT skills (databases, written documents/brochures)
- Excellent organisational skills
- Excellent interpersonal skills
- Proven ability to think creatively and drive innovation
- Proven ability to work in a small team
- Degree-level education
- Experience of global Roman Catholicism
- Sensitivity to the diversity and goals of the Catholic intellectual and ethical traditions
- Excellent time-management skills

Desirable

- Proven experience of fundraising research
- Proven experience of fundraising administration
- Experience of high level fundraising negotiation
- Experience in website design
- Experience of deploying online social media
- Experience of event organisation
- Willingness to work out of hours when necessary

Terms

The salary will be commensurate with experience up to £30,000. The contract will be for 1 year in the first instance. Renewal will be linked to fundraising targets to be established with the successful candidate. There will be a 3 month probation period.

Benefits

The postholder will be eligible for an attractive benefits package including free lunches while the College kitchen is open, free formal dinners when on fundraising business, free parking, and an attractive contributory pension scheme.

How To Apply

Applications should be sent to vhi-director@st-edmunds.cam.ac.uk by 5 pm on Friday 7 July 2017 and should include:

- A covering letter explaining how you fulfil the job and person specification
- A full *curriculum vitae* listing full employment history relevant to this post
- A completed College application form
- Two reference letters (**which should be sent by the referees to the same email address by the same date**)

Inquiries

Informal inquiries about this position should be addressed to the Director, Dr Philip McCosker, vhi-director@st-edmunds.cam.ac.uk

St Edmund's College is an Equal Opportunities Employer.