JOB TITLE: CORPORATE AND INDIVIDUAL STEWARDSHIP CO-ORDINATOR (FIXED TERM)

REPORTS TO: HEAD OF STEWARDSHIP

Background

The External Engagement Team is the primary external-facing department within Cambridge Judge Business School (CJBS). The department includes Alumni Relations, Events, Fundraising and Development, and Stewardship, and is a main liaison with a strategic set of external stakeholders.

The Corporate and Individual Stewardship Co-ordinator role will be responsible with working with colleagues inside the School to document and support their efforts for small-scale corporate sponsorship, working with CJBS academics to document, identify, cultivate and steward corporate sponsorship opportunities across the School. The role also involves developing and leading key cross-functional stewardship projects.

The role

The role's key responsibilities include:

- Scanning horizons and identifying and cultivating potential small-scale sponsorship opportunities across the School. Together with CJBS academics and other leaders identify and document potential corporate sponsors to explore opportunities for further engagement and corporate sponsorship.
- Designing and managing a scoping/liaison exercise with departments across the School to develop a portfolio of potential corporate sponsorship.
- Liaising with academic partners to write and oversee delivery of stewardship reports such as annual donor and corporate stewardship reports; help developing content for monthly newsletters and other forms of communication and fulfilling other reporting responsibilities (such as the Faculty Board and the Directors Advisory Group).
- Managing the School's honorary appointments processes; preparing annual renewal documentation for review at the School's internal committees.
- Working with the data controller to create projects to develop the CRM's functionality, ensuring that all stewardship and corporate sponsorship information is accurately tracked and maintained using CRM software and follows all existing and new legislation.
- Managing small-scale VIP stewardship events for important stakeholders, including board members, corporate partners, honorary faculty and donors. This includes lunches, lectures and corporate visits to the School.
These projects involve working closely with the External Engagement Team and will work collaboratively across the School and the University. The role will involve building and establishing strong working relationships with key stakeholders such as faculty, CUDAR, donors, corporate entities and other senior staff and requires an excellent understanding of their needs and effective influencing and negotiating skills.

**Main responsibilities**

**Corporate stewardship**

- Working collaboratively with academic partners and others in the University to scan for small-scale corporate sponsorships in the School. This will involve identifying existing and future opportunities internally and will require building and establishing strong working relationships with key stakeholders in the School, requiring an excellent understanding of their needs and effective communication and influencing skills. This will also involve designing and developing small-scale corporate sponsorship proposals such as writing cases for support, reports, PowerPoint presentations and other visual tools.

**Corporate sponsorship reports**

- Co-ordinating and delivering a project plan to ensure the timely provision of corporate sponsorship reports, including the identification of deadlines for key deliverables.
- Maintaining appropriate administration systems and procedures to help ensure the projects are delivered on time, to budget and within the department’s quality standards.
- Responsible for scoping content; designing and writing the reports; ensuring content is tailored; proof-reading; completing the sign-off process; printing and binding and co-ordinating the delivery of the reports to our corporate sponsors.
- Responsible for creating and maintaining a project database and working with the department’s data controller to ensure that reports are tracked and captured on the School’s CRM system.

**Corporate activity**

- Developing an accessible portfolio of corporate sponsorship activity in the School. This includes writing two pages on each corporate sponsor and other work/engagement/partnerships that are already involved with entities in the School including External Engagement, IT, Executive Education, programmes and centres. This will involve building and establishing strong working relationships with key stakeholders and requires an excellent understanding of their needs and effective communication and influencing skills.

**Philanthropic stewardship**

- Co-ordinating and delivering a project plan to ensure the timely provision of annual philanthropic donor reports, including the identification of deadlines for key deliverables and regular reporting on its progress.
• The Co-ordinator will be responsible for scoping content; designing the reports; writing the reports; ensuring content is tailored; proof-reading; completing the sign-off process; printing and binding and co-ordinating the delivery of the reports to the donors. They will be also responsible for creating and maintaining a project database, providing project status updates and working with the department's data controller to ensure that reports are tracked and captured on the School's CRM system.

Scholarships

• Developing and maintaining a portfolio of school scholarships ensuring that data is effectively tracked and captured in the School's CRM system and other databases. This involves identifying CJBS scholarship holders, identifying donors and College relationships.

• Ensuring appropriate stewardship of our scholarship donors is built into existing stewardship project plans which includes report writing, facilitating communication between scholars & donors, ensuring all scholars write thank you notes and developing and maintaining recording mechanisms.

Honorary appointments

• Managing the honorary appointment processes, identifying deadlines for key deliverables and reporting on its progress.

• Acting as the main point of contact, provide consistent, constant and professional contact for stakeholders across the School, University and externally.

• The co-ordinator will be responsible for creating and distributing communication for new and renewed honorary appointments and those that have been stood down; co-ordinating input from sponsors and working with the data controller, developing and maintaining recording mechanisms to ensure that the website is updated and that appointments are effectively tracked and captured in the School's CRM system (Microsoft Dynamics) and the master honorary appointment list.

CRM

• Working with the data controller to co-create projects to develop the CRM's functionality, ensuring that all stewardship and corporate sponsorship information is accurately tracked and maintained using CRM software and complies with all existing and new legislation.

Advisory Board

• Communications with new members, setting up and running inductions for new members, assistance with producing documentation and reports required for the meetings.

Events and newsletter

• Organising and hosting a range of small-scale events, such as meetings, talks, lunches for potential, and existing donors and corporate partners to Cambridge Judge Business School. This will include corporate partners, external Visiting and Non-visiting faculty (associates, fellows, research fellows,
professors, etc.), the Advisory Board, Honorary Board members such as the Emeritus Board, philanthropic donors, VIP guests to the School, and scholars.

- Assist in the gathering of content and distribution of the newsletter through the School's CRM system (Microsoft Dynamics).

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.

- Educated to degree standard. Highly literate.
- Experience working and visualising opportunities with corporate sponsors, clients or donors. History showing the capacity to take independent action, preferably gained in an academic or business environment.
- Experience of working flexibly in a team and the ability to multitask.
- Experience of managing multiple projects simultaneously and maintaining a changing workload.
- Experience of organising events and meetings involving high-profile stakeholders.
- Ability to lead projects which involve multidisciplinary teams/contributors.
- Ability to build and establish relationships with internal and external stakeholders.
- Good time management and ability to prioritise a diverse and changing workload.
- Excellent writing and research skills.
- Effective communication, influencing and negotiating skills.
- Knowledge of stewardship methodologies.
- Highly competent in standard software packages, e.g. Word, Excel, PowerPoint, and Outlook.
- Accuracy and attention to detail.
- A broad understanding of University procedures. An understanding of how Cambridge Judge Business School fits into the overall structure of the University.
- Ability to deal with enquires and problems discreetly and tactfully from a variety of sources.
- Some out-of-hours work may be required.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £28,098-£33,518 per annum.

The funds for this role have been approved for three years in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.
The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

**The closing date for applications is 20 May 2018.**

Applicants are required to provide details of three referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.
Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.