

JOB TITLE: EXECUTIVE DIRECTOR OF CENTRE FOR STRATEGIC PHILANTHROPY

REPORTS TO: DEAN OF CAMBRIDGE JUDGE BUSINESS SCHOOL

The role

Cambridge Judge Business School (CJBS) leverages the power of academia for real world impact to transform individuals, organisations, and society. Since 1990, Cambridge Judge has forged a reputation as a centre of rigorous thinking and high-impact transformative education, situated within one of the world's most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology entrepreneurship cluster in Europe.

The primary purpose of this role will be to make the Centre for Strategic Philanthropy (CSP) a vibrant, intellectual, and ultimately self-sustaining organisation. This will involve working with the Dean and the CSP research team to develop a clear intellectual agenda for CSP and executing a strategic plan that establishes the Centre as a leading institution for knowledge building within long horizon investing. This will include: strengthening the work of CSP by developing collaborative partnerships with groups including other divisions within the University of Cambridge, leading global academic institutions and practitioner organisations working within the philanthropy, emerging markets and related sectors; expand CSP's global recognition by promoting the impact of CSP's academic and knowledge-sharing activities; collaborating with Cambridge University Development and Alumni Relations (CUDAR) office to support efforts that will build upon CSP's initial phase of fundraising and provide financial continuity for its long-term running; and establishing the administrative function of the Centre.

Main responsibilities

Applied research

- Develop research themes with the Dean and the CSP research team in consultation with industry and policy-making partners and academic staff.
- Conduct applied research (including collecting and analysing data) and write results up for publication in appropriate journals.
- Develop and lead a series of workshops, seminars, and an annual conference on research themes involving academics and industry and policy-making partners.

Teaching

- Direct the development of a suite of teaching activities including short programmes, workshops, and field trips with the help of Cambridge Judge Business School Executive Education.
- Participate in the delivery of these activities.

Strategic planning and fundraising

- In conjunction with the Dean and the CSP research team, further develop the strategic plan which includes programmes and fundraising with the aim of making the Centre self-sustaining.
- Develop medium and long-term plans for CSP's research programme, objectives, and events programme.
- Assess need for any additional administrative staff as the Centre develops; recruit, induct, appraise, and manage the staff over time.

Team management

- Work with PR/communication, alumni and development teams within the Business School and across the University to achieve CSP's objectives of engagement with industry and fundraising.
- Train members of Cambridge Judge Business School as well as University teams on the objectives of CSP to ensure an alignment of objectives and activities across the University.
- Recruit and manage postdoctoral researchers working on research themes in philanthropy.
- Recruit and manage a team of support staff to engage with, and deliver programmes to, the Centre's academic, corporate, and policy-making audiences.

Relationship building and networking

- Build and maintain links with and between;
 - a) faculty at Cambridge Judge Business School and cognate University Departments
 - b) businesses
 - c) relevant political and multilateral institutions.
- Draft position papers or statements (suitable for a mixed audience of policymakers, academics and business) about the Centre's research activities and present these to external organisations (eg industry sponsors, government agencies) and organisations within the University of Cambridge (eg Research Policy Committee).
- Prioritise and manage relationships with external organisations, eg government offices and other research centres in the UK and internationally.
- Keep up to date with relevant journals and policy developments; identify, analyse, and procure suitable information to support development of research programme.

Centre management

- Overall responsibility for strategic, financial, and operational management. Oversee transparent financial reporting system to satisfy funding agencies' needs. Staffing and resource management to include recruitment, motivation and delivery of research and development assistants throughout the region.
- Foster and promote a research environment for academic members and their affiliates to work in.
- Co-ordinate and monitor the research team to ensure that deadlines, research objectives and budget constraints are met.

- Plan and manage projects involving staff outside of the Centre's team (and often outside of the University).
- Assist in the medium and long-term planning for the Centre's research programme, objectives, and events programme.

Events programme leadership

- Develop the Centre's events programme and supervise the Events Co-ordinator to ensure successful delivery of the Centre's events programme.
- Secure funding for specific events from suitable partner organisations, to sponsor conferences or short projects.

Marketing and communications strategy

- Design and implement the Centre's marketing and communications strategy; develop suitable strategies for communicating research outputs into a form suitable for external partners; produce summary documents about the Centre's research, suitable for a wide range of specialist and non-specialist audiences.
- Oversee management of the Centre's website and social media channels; seek feedback from target audiences to inform development of and make adjustments to website strategy.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a covering letter demonstrating how your own experience meets these requirements:

- Postgraduate education; a PhD is desirable.
- Proven experience of managing projects within a multidisciplinary research team to include budget and project management experience in an academic environment. Familiar with working at the research-policy and research-practice interfaces.
- Extensive experience of working in the philanthropy sector.
- A track record of successful fundraising.
- Familiarity with the practice of philanthropy in emerging markets, preferably through research
- Experience of successful development and delivery of executive education and postgraduate degree course content within a business school environment.
- Board level experience, as a non-executive or advisory board member of a large company, non-profit entity and/or educational institution is highly desirable.
- Demonstrable knowledge and experience in fields relevant to research in the above area.
- The post holder will have the persona and credibility to develop an effective network of contacts in Cambridge, the UK, and worldwide in academia as well as the public and private sector.
- Ability to command the respect of senior executives and academics, with a proven track record in relationship management.
- Ability to use tact and diplomacy in building and maintaining relationships at the highest levels and convey difficult issues and positions.

- Proven ability to plan and organise work and provide advice and guidance to others.
- Ability to creatively and strategically use the web and social media channels to communicate with and engage multiple stakeholders.
- Ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.
- Excellent writing and presentation skills with the ability to understand academic ideas and translate them to a larger audience.

Benefits

The salary will be in the range £56,587-£60,022 per annum. There will be a nine-month probationary period. This is a fixed term appointment for three years in the first instance. Holiday entitlement is 33 days per annum plus eight days of public holidays.

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 10 October 2021.

Applicants are required to provide details of two 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 2013.

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) 747148 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.