



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

THE DEVELOPMENT OFFICE

St John's Development Office forms the hub of the College's fundraising and alumni relations activities. The Development Office organises a variety of alumni events, ranging from College dinners to virtual interviews to networking events. It publishes *The Eagle* and two editions of *Johnian* magazine each year, while maintaining the [Johnian website](#) and [Johnian Hub](#). The Development Office is responsible for all fundraising for the College, including seeking major gifts, conducting telephone fundraising campaigns, legacy promotion, database management and outreach to donors through events, publications and various other forms of communication.

US ALUMNI ADVISORY COMMITTEE

The US Alumni Advisory Committee supports the Development Office's engagement of alumni and fundraising activities. Senior administrators of the College speak at Committee meetings to keep its members well informed about St John's. It is expected that Committee members will be enthusiastic advocates for the College and play an active role in its fundraising and alumni relations activities. Members are drawn from a cross-section of the alumni population, reflecting a range of matriculation years, disciplines and locations.

TERMS OF REFERENCE

Members of the US Advisory Committee will perform some or all of the following:

- Act as ambassadors/advocates to other alumni and to current students at the College.
- Provide informed advice on the College's alumni relations and fundraising strategy.
- Plan, host and attend events aimed at engaging alumni.
- Make a gift or pledge to the College.
- Offer advice and guidance on communicating key messages to alumni.
- Participate in the College's mentoring programme.
- Identify potential donors.
- Where appropriate, assist with cultivation and solicitation of donations from other alumni.
- Where appropriate, approach potential donors from outside the alumni community.
- Assist the College in recruiting US students, in conjunction with the Director of Scholarships & International Programmes.

MEMBERSHIP

Membership is open to 12 to 15 alumni with the interests of the College to the fore. The term of membership is four years, renewable at the discretion of the Development Office. Meetings take place three or four times per year. Members are expected to attend at least half of all meetings.

Please note that Committee members' names will be listed on the Johnian website, johnian.joh.cam.ac.uk/alumni-boards, unless specified otherwise. Members are welcome to list this voluntary commitment on their LinkedIn profile.