Job title: Development Assistant

Reporting to: Development Officer

Purpose: To support the College’s alumni relations and fundraising programme and the work of the Development office team.

Hours: Full time – 36.5 hours per week.

Holidays: 25 days’ annual leave plus 8 bank holidays.

Salary: Grade 3 (£19,616 - £21,236)

Main Duties:

Fundraising
- Processing and recording all gifts on the College’s development database in liaison with the Reception and Finance teams as well as being the point of contact for donation via CAF and Cambridge in America.
- Acknowledging donations and drafting thank you letters for the Development Director (DD), Master and other staff as necessary.
- Completing the Annual Development Questionnaire (ADQ) in conjunction with the DD and College Accountant.
- Assisting the Development Officer (DO) in the preparation, running and follow up stages of the telephone campaign.

Marketing and Communications
- Collaborating with the DO in producing regular Communications to alumni, donors and friends of St Edmund’s using printed mailings, e-newsletters and publications.
- Support the DO in maintaining and updating the College’s website and social media channels.

Database and Research
- Updating the College’s development database, ensuring that it is accurate and up-to-date.
- Assisting the Office in developing and refreshing the College’s pool of individual prospects. Researching potential donors, arranging face to face meetings and producing briefings for meetings and events.
- Segmenting the development database to prepare data for a variety of electronic and telephone fundraising campaigns.

Alumni Relations
- Providing administrative support to the St Edmund’s Alumni Society Committee, including minuting meetings and supporting their events.
- Being a first point of contact for alumni by telephone, email or in person.
- Liaising with other College departments in passing information to alumni, e.g. Careers Tutor, Senior Tutor or VHI.

Events
• Providing ad-hoc administrative and logistical support to the Events Officer (EO) for a range of Development Office and College events.

Other
• Preparing papers and taking minutes for the College’s Development and Alumni Relations Committee meetings.
• Provide ad-hoc administrative support to the DD in fixing meetings, arranging overseas trips and overseeing the office diary
• Maintaining confidentiality of all information acquired in the course of undertaking duties
• Other tasks as required by the DD, SDO, DO or EO
• Ensuring General Data Protection Regulation compliance

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within St Edmund’s College, and its overall objectives.

Person specification knowledge and experience
• Numerate, with excellent command of verbal and written English
• Good working knowledge of Microsoft Office programmes, in particular Excel and Word
• Understanding of CRM databases
• Previous fundraising experience, ideally in an education context
• Some previous experience of producing written communications, including newsletters, invitations, letters and publications
• An understanding of the Collegiate University environment
• Educated to A level standard as minimum

Personal skills
• Excellent organisational skills and attention to detail
• Ability to use own initiative and work under pressure
• Flexibility and willingness to adapt
• Excellent communication skills, spoken and written
• Ability to succeed as part of a small team
• Energy, flair, creativity and professionalism
• Ability to understand and articulate the aims and needs of the College
• Discretion and ability to handle confidential information
• Ability to work well with a variety of people, including Fellows, students, alumni and volunteers

The role involves some travel to London and some work at weekends or evenings, for which time off in lieu will be given.

Staff benefits include:

• One free two-course meal per day, whilst on duty
• Free car parking on site (depending on availability)
• 25 days’ annual leave plus 8 bank holidays (pro rata for part time employees).
• Contributory Pension Scheme (eligible to join after 6 months’ employment)
• Time off in lieu for events worked at evenings or weekends
Application Process

If you would like to speak informally about the role, please contact the Development Officer, Chris Powers on cp489@cam.ac.uk

Please email a CV and covering letter by way of application to: cp489@cam.ac.uk by the end of Sunday 14 October.

Short-listed candidates will be invited for interview the following week.

Any offer of employment is subject to evidence of your right to work in the UK and the receipt of satisfactory references.

The College

The increased number of postgraduates in the University during the later 1950s led the Regent House of the University to establish four graduate Colleges in 1965; St Edmunds as well as Darwin College, Wolfson College and Clare Hall. St Edmund’s is the only College in Oxford or Cambridge that has a Catholic foundation and Chapel.

The graduate Colleges were permitted to matriculate their own postgraduates and to present them for degrees; this was later extended to mature and affiliated undergraduates. 1965 saw the election of the first four Fellows; others followed in succeeding years. Although laymen had been part of the College’s community from its inception, the years from 1965 saw a sharp increase in their number. In an act of remarkable generosity on 20 March 1973 the Catholic Church through the Association signed away the buildings and the land of the present College to the Master and Fellows.

The College achieved the status of an Approved Foundation on 8 March 1975. The old Association was dissolved on 30 June 1984 and replaced by a new governing body of Fellows and St Edmund’s became a fully autonomous and self-regulating society. Fr John Coventry, SJ, was the last Master in holy orders (1976-85) and was succeeded by Richard Laws, ScD, CBE, FRS (1985-96), but the Catholic foundation continued to be seen in the Archbishop of Westminster, serving as the Visitor, a Catholic priest as the Dean, the Chapel, and the Von Hügel Institute, which fosters academic work on Critical Catholic Enquiry.

Successive Masters and Fellows worked towards full collegiate status, which was approved by the University in 1996. Centenary celebrations brought visits from Cardinal Basil Hume, OSB, Archbishop of Westminster, for a Mass of Thanksgiving on 15 June 1996 and His Royal Highness the Duke of Edinburgh, the Chancellor of the University, for dinner on 25 June 1996. The College petitioned the Privy Council for a Royal Charter, which was granted by the Queen on
22 April 1998 in the Mastership of Professor Sir Brian Heap, ScD, CBE, FRS (1996-2004). The chapel was solemnly blessed by the Rt Rev. Peter Smith, Bishop of East Anglia, on 25 October 2000. The College has committed itself to a major programme of development and improvement. With the development of Mount Pleasant Halls (due to be completed in Michaelmas 2019) it will be able to accommodate 70-80% of its students and is planning to expand its conference offerings too. It has recently invested in its development activities and has a thriving alumni and Fellowship. The ethos of the College is friendly and inclusive, it is a welcoming place for students, staff and fellows alike.