Job title: Development Officer

Reporting to: Development Director

Purpose: To support and develop the College’s fundraising and alumni relations and communications activities. Working to build and develop relationships with the College’s alumni, donors and friends.

Hours: Full time – 36.5 hours per week.

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

Salary: £28,029

Fundraising
- Creating and implementing a regular giving programme, including telephone campaigns, mailings and brochures and working in conjunction with Cambridge in America on international appeals
- Processing and recording gifts in liaison with the Reception and Finance teams, acknowledging donations and drafting thank-you letters
- Collaborating with the Senior Development Officer on stewardship and donor recognition activities
- Where appropriate meeting with low level donors face to face for both cultivation and stewardship purposes
- Working with the Development Director, Von Hugel Institute and University Development Office on the preparation and submission of funding applications to Charitable Trusts and Foundations

Alumni Relations
- Being a primary point of contact for alumni.
- Meeting alumni as required, including conducting College tours.
- Hosting alumni, donors, prospects and guests at events
- Being the liaison point between the College and the Alumni Society, including preparing papers, taking minutes at meetings and attending and supporting their events.
- Developing relations with current students to build awareness of alumni and development activity.

Marketing & Communications
- Responsibility for the College’s marketing and branding.
- Updating the alumni, fundraising and news sections of the College website
- Managing the College’s online and social media presence.
- Producing the College’s magazine, ‘The Edition’, annually by designing the publication, writing copy, sourcing articles, proof reading and dealing with printers
- Creating and distributing the regular College eBulletins.

**Management**
- Deputising for the Development Director and Senior Development Officer when they are not available.
- Line management of the Development Office assistant/ intern/ temporary data entry staff.
- Responsible for the recruitment, training and supervision of student callers and acting as the responsible College representative at each calling session.

**Database**
- Segmenting the development database to prepare data for a variety of electronic and paper based fundraising communications.
- Assisting with the preparation of the Annual Development Questionnaire (ADQ).
- Being the point of contact for the University Development office and Cambridge in America when providing data

**Other Responsibilities**
- Drafting correspondence and reports for the Senior Development Officer and the Development Director.
- Attending the College’s Development and Alumni Relations Committee meetings and taking the minutes
- Attending evening and weekend events in Cambridge and London as required
- Working directly with the Master, Bursar and other Senior College Officers
- Working with other departments at St Edmund’s and the wider University.

**Person specification knowledge and experience**
- Previous fundraising experience, ideally in an education context
- Proven track record of producing printed and electronic communications and marketing materials, ideally using software such as ‘InDesign’
- Understanding of CRM databases
- Good working knowledge of Microsoft Office programmes
- Experience of regular giving/annual fund fundraising
- An understanding of the Collegiate University environment
- Educated to first-degree level or higher

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

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

**Working at St Edmund’s College: General Information**

St Edmund’s College is a graduate College of the University of Cambridge, which admits men and women of diverse academic background and many nationalities. The College presently has over 600 students with two thirds enrolled for postgraduate degrees and one third enrolled as mature or affiliated undergraduates. The Master, 65 Fellows, Visiting Fellows, Visiting Scholars, together with the Von Hügel Institute and the students, form a single community. As a relatively small College, St Edmund’s provides a friendly and informal atmosphere for its members and their families.

The Master and Fellows form the Governing Body and collectively own the College and its assets in trust. Some aspects of the College governance are delegated to a College Council which is serviced by a number of College Committees that provide for consultation among the Fellowship. The Student Body is represented on the Council and most College Committees.

**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