



St Edmund's College
University of Cambridge

Job title:	Development Officer
Reporting to:	Development Director
Purpose:	To support and develop the College's fundraising, alumni relations and communications activities. Working to build and develop relationships with the College's alumni, donors and friends. Full time – 36.5 hours per week.
Hours:	
Holidays:	25 days' annual leave plus 8 bank holidays.
Salary:	£29,161 - £31,567

Fundraising

- Creating and implementing a multi-year regular giving strategy, including telephone campaigns, digital appeals, mailings and crowdfunders and working in conjunction with Cambridge in America on international appeals
- Developing individual relationships with lower level donors for both cultivation and stewardship purposes
- Leading on the preparation and submission of funding applications to Charitable Trusts and Foundations in collaboration with the Development Director, Von Hügel Institute and University Development Office on
- Collaborating with the Development Director on stewardship and donor recognition strategy

Alumni Relations

- 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.
- Deputising for the Development Director in hosting alumni when they visit the College or attend events
- Being a primary point of contact for alumni via email or phone

Marketing & Communications

- Managing and co-ordinating the College's social media channels.

- Responsibility for co-ordinating other College-wide areas of communications, marketing and branding. Such the website and printed materials intended for staff, students and external guests.
- Updating the alumni, fundraising and news sections of the College website
- Creating and distributing regular eBulletins to both alumni and current college members

Management

- Deputising for the Development Director when they are not available.
- Line management of the Development 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.
- Management of communications projects outsourced to external designers, printers and consultants

Database

- Oversight and management of the College CRM database
- Segmenting the database to prepare data for a variety of electronic and paper based fundraising communications.
- Leading on 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 updates

Other responsibilities

- Drafting correspondence and reports for the Development Director.
- Attending the College's Development and Alumni Relations Committee meetings and taking the minutes
- Attending evening and weekend events 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

- Previous fundraising experience
- Experience of regular giving/annual fund fundraising
- Experience of using CRM databases in a fundraising context
- Good working knowledge of Microsoft Office programmes:
 - Confident in Word to mail merge, draft letters.
 - Understand Excel in order to review spreadsheets.
 - Use Powerpoint to produce presentations.
- Ability to produce high quality, grammatically correct written communications such as newsletters, invitations, letters and publications
- Knowledge of the Collegiate University environment
- Educated to first-degree level
- Excellent and persuasive communication skills, spoken and written
- A creative and innovative approach to work, using own initiative to carry out duties and solve problems
- Able to work with competing deadlines and sometimes under pressure

- Ability to contribute positively to the work of a small team
- Ability to understand and articulate the aims and needs of the College
- Ability to adapt personal style in order to work effectively and professionally with a variety of people including College Fellows, students, alumni and volunteers
- Able to organise self in order to prioritise and deliver on objectives
- Attention to detail in order to produce high quality reports and presentations and maintain an accurate database
- The ability to recognise confidential information and to handle it discretely and appropriately
- Happy to adopt a flexible pro-active approach as a member of a small team requiring occasional ad hoc duties

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 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