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: £22,987 - £24,984

Main Duties:

Gift administration
• 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 donations via CAF and Cambridge in America.
• Completing the Annual Development Questionnaire (ADQ) in conjunction with the Development Officer (DO) and College Accountant.
• Assisting the DO in the preparation, running, and follow up stages of telephone campaigns, crowdfunding, and other appeals.

Marketing and Communications
• Collaborating with the DO in producing regular internal and external communications to students, Fellows, staff, alumni, donors, and friends of St Edmund’s, using printed mailings, e-newsletters, and publications.
• Supporting the DO in maintaining and updating the College’s website, microsites, intranet, and social media channels.

Stewardship
• Creating the Annual Donor Report in collaboration with the DO and DD.
• Acknowledging donations and drafting thank you letters for the Development Director (DD), Master and other staff as necessary.
• Sending updates to donors after fundraising appeals.
• Collating donor and recipient testimonies for reporting.

Database and Prospect Research
• Updating the College’s Development CRM database, ensuring that it is accurate and up-to-date.
• Undertaking routine data hygiene tasks and providing other administrative assistance with data processing as required.
• Co-ordinating the process of developing and refreshing the College’s pool of individual prospects. Researching potential donors, arranging face to face meetings, and producing briefings for meetings, events, and for due diligence review.
• Segmenting the development database to prepare data for a variety of electronic and telephone fundraising campaigns.
Alumni Relations

- 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, and the VHI.
- Providing administrative support to the St Edmund’s Alumni Society Committee, including arranging and minuting meetings and supporting their events.

Events

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

Other

- Supporting the DD and DO in preparing papers for the College’s Development and Alumni Relations Committee meetings.
- Providing 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.
- Ensuring General Data Protection Regulation compliance.
- Completing other tasks as required by the DD, DM, DO, or EO.

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.
- Computer literate to a high level, with good working knowledge of Microsoft Office programmes, in particular Excel.
- Understanding of CRM databases.
- Some previous experience of producing written communications, including newsletters, invitations, letters and publications.
- Ideally to have some previous experience around fundraising, and preferably in an education context.
- An understanding of the Collegiate University environment.
- Educated to A level standard as a 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 occasional 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
- 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 at development@st-edmunds.cam.ac.uk.

Please, email a completed [application form](mailto:development@st-edmunds.cam.ac.uk) and covering letter by way of application to: development@st-edmunds.cam.ac.uk by 23.59pm on Monday 8th March. If you would like to supplement your application with a CV, please, send one with your other documents.

Short-listed candidates will be invited for virtual 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 Edmund’s 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 recent development of Mount Pleasant Halls, the College is now able to accommodate 70-80% of its students and is also expanding its conference offerings. 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.