



St Edmund's College

University of Cambridge

Job Title	Development Assistant
Department	Development
Location	St Edmund's College (owned or occupied buildings)
Reporting to	Development Officer
Length of Appointment	Permanent
Nature of Post	Full Time, 36.5 hours per week
Salary Range	£27,787 Per annum

Main Purpose

The Development Assistant's role is to provide administrative and secretarial support to the Development Director and team. They will help to ensure the smooth running of the Development department and help to maintain and grow strong stakeholder relationships with Alumni, Donor's and friends of St Edmund's College.

The role requires flexibility as the incumbent may be required to work weekends and evenings.

Key duties & responsibilities

Fundraising

- Assisting the Development Officer (DO) in the preparation, running, and follow up stages of mass participation fundraising appeals including but not limited to telephone campaigns, crowdfunders, and other appeals.

Marketing and Communications

- Collaborating with the DO in producing regular external communications to alumni, donors, and friends of St Edmund's, using printed mailings, e- newsletters, social media, and publications.
- Supporting the DO in maintaining and updating the relevant sections of the College's website.

Stewardship

- Creating the *Annual Donor Report* in collaboration with the DO and Development Director (DD).
- Implement an agreed stewardship strategy that involves acknowledging donations and drafting thank you letters for the DD, Master and other staff as necessary.
- Sending updates to donors after fundraising appeals.
- Collating donor and recipient testimonies for reporting.

Alumni Engagement

- 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 VHL.
- Providing administrative support to the DO in implementing the Alumni Engagement Strategy (i.e. through organisation of events and production of communications).
- Providing administrative support to the St Edmund's Alumni Society Committee, including arranging and minuting meetings and supporting their events.
- Providing ad-hoc administrative and logistical support for a range of Development Office and College events.

Other

- Providing ad-hoc administrative support to the team in fixing meetings, arranging overseas trips and overseeing the office diary.
- Maintaining confidentiality of all information acquired while undertaking duties.
- Ensuring General Data Protection Regulation compliance.
- Work with colleagues to share best practise and ensure policies are adhered to
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
- Adhere to Health and Safety policies and procedures
- Complete ad hoc tasks as required

Person Specification

Experience

- Understanding of CRM databases.
- Some previous experience of producing written communications, including newsletters, invitations, letters and publications.
- Previous experience around fundraising, and preferably in an education context is advantageous.
- An understanding of the Collegiate University environment is advantageous.

Skills

- Numerate, with excellent command of verbal and written English.
- Computer-literate to a high level, with good working knowledge of Microsoft Office programs, in particular Excel, and creative programs e.g. Adobe Express/inDesign or Canva.
- Excellent organisational skills and attention to detail.
- Ability to use your own initiative and work under pressure.
- Flexibility and willingness to adapt.
- 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.

Org Chart

