Development Officer
Job Description

Reports to: Development Director

Hours of Work: Full time hours are 36.25 hrs per week (to be worked between 9am-5.15pm)
Remuneration: Salary in the region of £26,000 FTE per annum

Primary responsibility
The post holder will act as the executive assistant to Development Director whilst having the opportunity to assist with the administration of the ‘Our College, Our Future’ fundraising campaign.

The success of the alumni and development office (ADO) depends on the flexibility and ethos of its staff. The Development Officer should, at times, be prepared to engage in other Office activities of importance to the team and to the College.

Main duties and responsibilities

Support for the Development Director
As Executive Assistant to the Development Director, the Development Officer will be responsible for:
- Securing meetings and liaising with major donors and members of the College community on behalf of the Development Director.
- Managing the Development Director and office calendars.
- Making arrangements for UK and international travel, including flights, hotels, visas etc.
- Coordinating the Campaign Advisory Group and facilitating termly meetings.
- Providing administrative assistance in producing papers for College committees.

Administration
The Development Officer will also be responsible for:
- Providing administrative support to the Fundraising Manager and Development Manager for campaign efforts, including direct mail appeals, digital marketing and the Telephone Fundraising Campaign.
- Assisting the Development Manager to develop and administer the existing donor stewardship plan.
- Coordinating student reports to provide stewardship for donors who support College bursaries and awards.
- Assisting with stewardship reports for regular and mid-level donors.
- Providing administrative support to the ADO team including responding to alumni enquiries and assisting with data tasks, communications and events.
- Attending fundraising, stewardship and other events as necessary, sometimes outside of office hours.

This is not an exhaustive list of duties and the post-holder may be required to undertake different tasks and other related duties, commensurate with the post, as required.
Person Specification

Qualifications

- Educated to first degree level, or equivalent.

Experience, skills and attributes

- Knowledge of higher education fundraising.
- An understanding of Cambridge’s collegiate university system.
- Experience of working in a fundraising environment.
- Excellent IT skills including use of MS Office (including Word, Excel, PowerPoint, Teams, Zoom).
- Experience of CRM Databases, in particular Raiser’s Edge.
- Strong organisational skills and a keen attention to detail.
- Knowledge of GDPR – or willingness to acquire such knowledge.
- Strong written and verbal communication skills, digital and numeracy skills.
- Excellent interpersonal skills with the ability to manage complex relationships within College and with its external supporters, volunteers, and others.
- Able to work on own initiative, with a positive approach to problem solving and as a member of a small team.
- Confident, well organised, flexible, with the ability to work calmly under pressure and alternate between varying aspects of the role with equal competence.
- Excellent patience, tact and political sensitivity, needed to manage relationships within College and with its external supporters.
- Ability to maintain confidentiality of information.
- Ability and willingness to become familiar with new skills and software.
- Wholly sympathetic to the fundraising environment and recognising the importance of fundraising in higher education.