ALUMNI RELATIONS & EVENTS OFFICER
Job Description

Department: Alumni & Development Office (ADO)
Responsible to: Development Director

St Catharine’s College, Cambridge

St Catharine’s College, founded in 1473, is situated in the middle of Cambridge. The College is a centre of excellence for education, and also flourishes in sport, music, and the arts. St Catharine’s is led by the Master, Professor Sir Mark Welland, and has some 70 Fellows, 430 undergraduate and 200 graduate students.

The Alumni & Development Office

The ADO, established in 1993, is a busy office that is the main point of contact for alumni of St Catharine’s. The Office fundraises for the College and organises a wide programme of events for alumni. In 2019, the College commenced a £65 million fundraising campaign in order to expand College facilities and to maintain its high academic standards.

The post

The Alumni Relations & Events Officer is responsible for all aspects of the alumni relations programme at St Catharine’s College. The post-holder will be based in College, with some requirement to work in the evenings and at weekends and occasionally to travel to events within the UK. The Alumni Relations & Events Officer will also provide support to, and be supported by, the Development Director and other team members. This is an exciting post where the candidate will be joining a successful, friendly and inclusive College, be part of a lively College environment, and will make a positive contribution to the future of this great institution.

The overall success of the ADO depends above all on the flexibility and ethos of its staff: the Alumni Relations & Events Officer should be prepared to engage in other office activities of importance to the team and to the College.

Main duties and responsibilities

Events

The Alumni Relations & Events Officer has responsibility for organising and overseeing the arrangements for a wide range of events (typically about 30 per year), in close liaison with the Development Director, also acting as Executive Assistant to this post. Due to current social distancing measures in place, the delivery and type of events has shifted on to a digital platform. This represents a dynamic and creative opportunity to innovate and develop a skill set beyond in-person activities, including but not limited to:

- Donor stewardship events
- Reunion dinners
- Campaign Advisory Board meetings
- Subject dinners
- Garden parties
- Sporting events
- Networking events
- Overseas events
- Ad-hoc events throughout the year
Alumni Relations
The individual will also oversee all aspects of alumni relations and event administration, including:

- Drafting invitation letters and booking forms
- Preparing information booklets and attendee lists for circulation
- Communicating with the Conference Department or external venues
- Collaborating with the College’s Development Officer to plan initiatives and events via post, email, and social media
- Responding to queries from alumni
- Preparing table plans and producing name badges and place cards
- Leading the team in the delivery of events on the day

Interim Executive Assistant
The individual will act as the Interim Executive Assistant to the Director of Development (This part of the role is currently under review for 2021. It is anticipated that this element of the role may be reduced as the events calendar becomes fully operational). Tasks include:

- Securing fundraising meetings
- Organising overseas trips
- Liaising with College staff and the Fellowship
- Making arrangements for UK and international travel, including flights, hotels, visas etc.
- Facilitating termly meetings of the Campaign Advisory Group
- Dealing with correspondence and telephone enquiries
- Acting as reception for the office, taking queries and directing these to the relevant team member
- Managing the office, and office mail, carrying out general office duties
- The post-holder will also be required to provide support to other members of the Development Office team as required.

Person specification

Qualifications and experience:

- Educated to degree level (essential)
- A previous role in events management or alumni/development work (essential)
- Delivery of online events (desirable)
- Experience of the Raiser’s Edge (desirable)
- Ability to manage events budgets (desirable)
- An understanding of Cambridge’s collegiate university system (desirable)

Skills and attributes:

- High intellectual capacity with keen attention to detail
- Able to learn quickly
- Strong written communication, digital and numeracy skills
- Competence with MS Office suite, Zoom and relational databases
- Strong organisational skills and be able to work calmly under pressure, manage multiple projects, and prioritise work to meet tight deadlines
- Excellent interpersonal skills with the ability to manage complex relationships within College and with its external supporters, volunteers, and others
- Able to form positive relationships with alumni, students, staff, volunteers, and others who have a stake or interest in the College
- Demonstrate respect for formalities and an understanding of social etiquette
- Show strong commitment to the College
- Able to work on his/her own initiative and as a part of a small team
- Professional and well presented with a mature attitude and outgoing, cheerful disposition
Hours of Work
The post-holder is expected to work between 9am-5.15pm (36.25 hours a week) and is entitled to 25 day’s holiday each year, in addition to public holidays. There will be a requirement to work outside of these hours as the role dictates (e.g. alumni events) for which time off in lieu will be given.

Ongoing Professional Development
St Catharine’s College is supportive of ongoing professional development. The Cambridge Colleges Development Group (CCDG) runs a comprehensive training programme specifically aimed at professionals working in Development and Alumni Relations at Cambridge. Such opportunities include an annual development conference; ‘best practice’ sessions on various topics throughout the year; working groups (including an Events Forum); and informal professional networks. In addition, the Alumni and Development Office has access to a training budget.

Remuneration
The salary will be in the region of £26,500 p.a., will be settled by reference to the experience and track record of the successful candidate. This is a permanent appointment with a probationary period of six months. Meals in Hall are provided during working hours, there is a gym, available onsite and successful applicants will be invited to join the college’s defined contribution pension scheme.

September 2020