



St Catharine's College  
Cambridge

# Alumni Relations and Events Officer Candidate Pack

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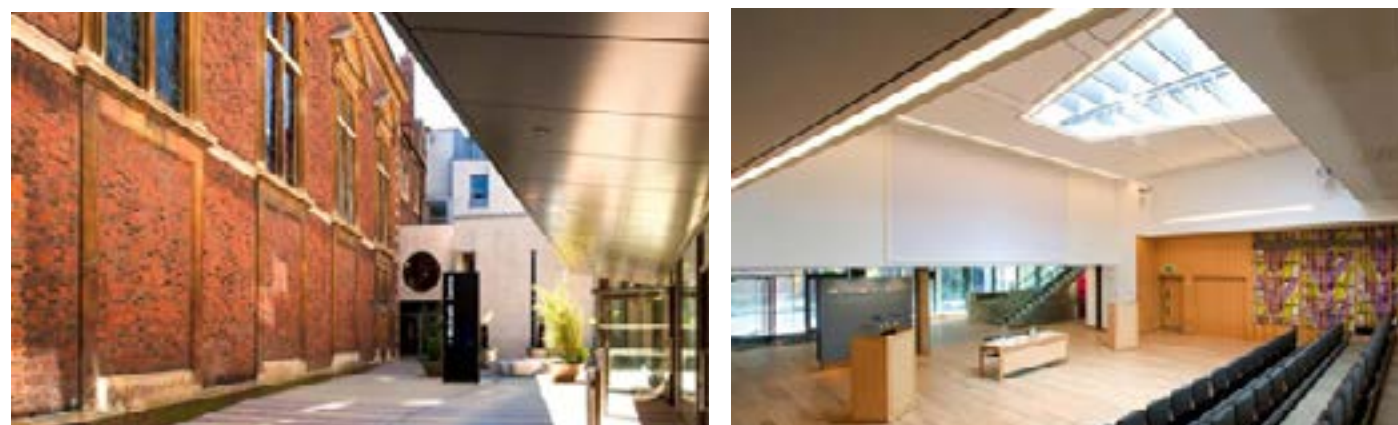


# Letter from the Director of Development

Dear prospective candidate,

I joined St Catharine's in 2007 and slowly began to build a strong team around me with the support of the Master and Fellows, launching the first College campaign in 2009.

The campaign was to raise £30 million for an important building project – latterly called The McGrath Centre, as well as funding teaching posts and student support. There were many challenges to overcome in building a strong giving culture to the College across our alumni base, improving the reliability of contact and business details, developing a vibrant communications strategy, implementing an extensive events programme and increasing major face-to-face fundraising. We completed the St Catharine's campaign in 2016.



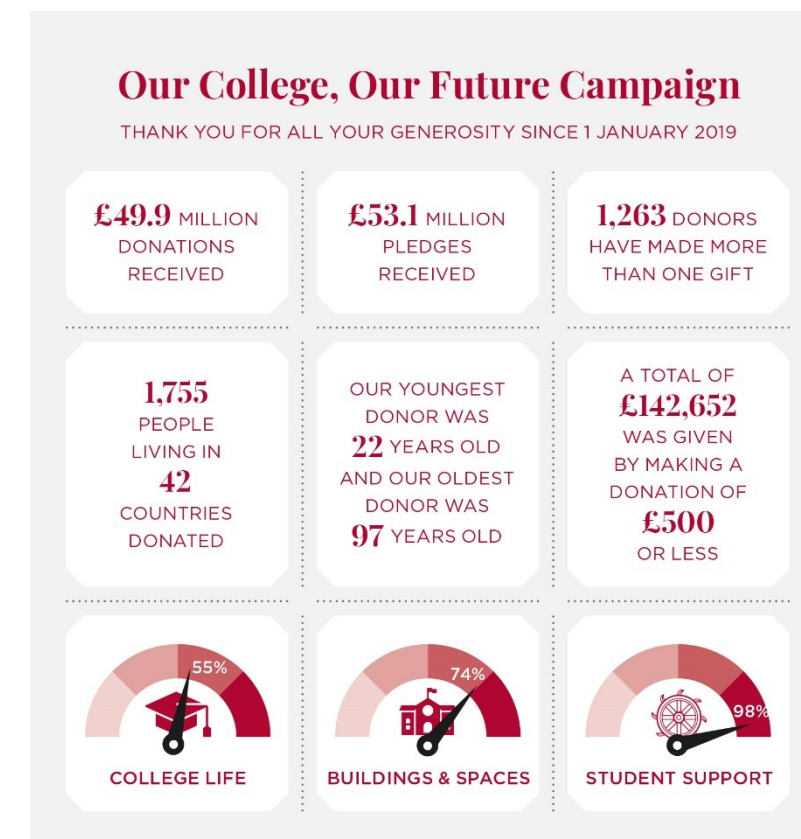
The McGrath Centre opened in 2013 and is a modern, multi-purpose building that houses an auditorium, foyer, bar and meeting room, creating a multipurpose space for events, conferences, teaching, concerts and socialising. The auditorium provides tiered retractable seating for up to 154 delegates, fully equipped with customisable lighting and audio-visual facilities.

During the St Catharine's campaign, I strengthened my position as Development Director within the Fellowship and also the Alumni and Development team within College, building respect for my office and embedding a culture of philanthropy within the College.

We appointed a new Master, Professor Sir Mark Welland, in 2016 and set about crafting a strategic plan for the College. Over a 16-month period, a group of us worked with staff, students and fellows to produce a strategy, which translated into a £65 million fundraising campaign – 'Our College Our Future'. The strategic plan can be viewed [here](#).

The 'Our College Our Future' campaign was launched in January 2019. Its objectives are to strengthen and sustain St Catharine's for the benefit of our students for generations to come. The campaign will enable the College to invest in first-class teaching and research, provide generous student support, enrich College life and execute a planned renewal of our buildings and spaces. To date, we have raised £53.1 million of the £65 million and we are striving to complete the campaign in 2023. For further information about the current campaign, please click [here](#).

St Catharine's has a vibrant and dynamic community. A range of recent news articles can be viewed [here](#).



## Success of the campaign thus far

Following the impact of the pandemic and some of my key staff moving on with their careers, we have evaluated the shape and form of the Alumni and Development Office (ADO) at St Catharine's and are moving forward with recruiting three new posts. The new look ADO is based on advice from More Partnership, the leading fundraising consultancy in the field at present.

Over my years at St Catharine's, I have learnt much and am well respected in our field across Cambridge. I have been chair of the Cambridge College's Development Group and the CDDC Cambridge Development Directors Committee and I have a very good feel for what works well in Alumni and Development Offices across our City.

I am keen to recruit this important new role in my team, sharing my extensive experience as we continue to strengthen support for St Catharine's. I do hope you will apply for this exciting opportunity.

Yours sincerely,

Deborah Loveluck

Deborah Loveluck  
Fellow and Director of Development (2007)

# Introduction

St Catharine's College (affectionately known as 'Catz') is a welcoming, thriving and vibrant academic community of approximately 1,000 students, Fellows and staff located in the heart of Cambridge. We are known as a friendly College and one with a real sense of community.

Founded in 1473, St Catharine's is one of the 31 Colleges in the University of Cambridge and is dedicated to a legacy of academic excellence, ambition, diversity and welfare. We are committed to ensuring our students realise their academic and personal potential, empowering them to make a difference in the world. Our vibrant community includes scholars from a wide range of backgrounds, reflecting the society we pledge to serve. We are a college that believes in access and diversity and are committed to supporting students of all educational and social backgrounds.

St Catharine's has one of the longest established and most successful Development and Alumni offices of Collegiate Cambridge with a long history of commitment to philanthropy. We are proud of the Our College, Our Future campaign which has raised £53.1 million to date, for student support and research as well as historic renovations and innovative improvements of both the fabric of buildings and the new spaces it has been possible to create.

For more information about the College, please visit: [www.caths.cam.ac.uk](http://www.caths.cam.ac.uk).



# The Position

We are now looking for an exceptional individual to join our team in the position of Alumni Relations and Events Officer. The Alumni Relations and Events Officer is a position within the Development and Alumni Relations team.

The major focus of the position will be to oversee the day to day running of the Alumni and Development Office's events programme, assist with the production of communications and respond to alumni relation enquiries.

This is an exciting opportunity for an enthusiastic individual with previous experience running events and producing communications. You will have excellent communication and relationship building skills and keen attention to detail.

## Development and Alumni Relations at St Catharine's College

St Catharine's College has an exceptional track record in philanthropic fundraising. The College is fully engaged and committed to development.

The College's Development Office is responsible for all development activity within Catz, namely fundraising and alumni relations, with associated support activity such as the maintenance of the development database and the alumni website. They provide support in areas such as a regular giving programme, events, prospect research and gift administration.

There are over 8500 addressable alumni on the database with whom the College maintains warm relationships. Typically, more than 15% of these alumni donate each year. For more information about the Our College, Our Future campaign, please visit <https://campaign.caths.cam.ac.uk/>.



## Alumni Relations and Events Officer Job Description

### Primary Responsibility

Reporting to the Development Manager, the Alumni Relations Officer will be responsible for overseeing the day to day running of the Alumni and Development Office's events programme, assisting with the production of communications and responding to alumni relation enquiries. This role will also provide support to, and be supported by other Alumni and Development Office (ADO) team members as required.

The success of the Alumni and Development Office (ADO) depends on the flexibility and ethos of its staff. The Alumni Relations and Events 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

#### Alumni relations and Events

The individual will have responsibility for running the College's ADO events programme, organising and overseeing the arrangements for a wide range of in person and digital events including but not limited to:

- The Annual 1473 Foundation Gala
- Donor stewardship events
- Reunion dinners
- Subject dinners
- The annual Garden party
- Overseas events
- Ad-hoc events throughout the year

Responsibilities to include:

- Collaborating with the Development Manager to plan initiatives and events to support the ADO fundraising campaign and alumni relations programme.
- Drafting invitations and booking forms. Communicating with the Conference department, external venues and suppliers.
- The preparation of materials and supplies for events e.g. table plans, name badges and place cards. Planning and updating the ADO Events Calendar in collaboration with the Development Manager. Setting up and running live digital events.
- Providing a single point of contact to the Alumni Society for their events and calendar. Responding to general queries from alumni and the wider College community. Attending fundraising, stewardship and other events as necessary.

#### Communications

Assisting the Development Manager with the production of ADO and College communications, including but not limited to:

- The Wheel
- The College Magazine
- Newsletters
- Digital Communications

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

- A previous role in events management or alumni/development work.
- Efficient and effective delivery of online events.
- Experience of CRM databases, especially Raiser's Edge.
- Ability to manage events budgets.
- An understanding of Cambridge's collegiate university system is advantageous.
- High intellectual capacity with keen attention to detail.
- Strong written and verbal communication skills, digital and numeracy skills.
- Excellent IT skills including use of MS Office (including Word, Excel, PowerPoint, Teams, Zoom). Experience with communications and design programmes such as Adobe Creative Cloud Suite (InDesign, Photoshop, Premiere Pro and Illustrator), and Mailchimp.
- Experience with events management software – Kx and PerfectTablePlan
- Ability and willingness to become familiar with new skills and software.
- 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.
- Able to work on own initiative and as a part of a small team.







# Terms and Conditions

**Location:** St Catharine's College, Cambridge. We are open to discussing hybrid working.  
**Salary:** In the region of £28,000 FTE per annum  
**Hours of work:** Full time hours are 36.25 hrs per week (to be worked between 9am-5.15pm). The role requires working outside of office hours.  
**Probation period:** 6 months  
**Annual leave:** 25 days plus bank holidays (pro rata for part-time employees)  
**Pension eligibility:** Generous defined contribution pension provision with salary exchange arrangements.

## Other benefits include:

- A free lunch allowance for use in the College Dining Hall (when on main site).
- Cycle to Work Voucher Scheme.
- Access to training and development opportunities.
- Use of a small on-site gym.
- Private Health Care purchase scheme.
- Access to staff wellbeing and employee assistance support.
- Life assurance (death in service benefit) with probate and bereavement support.

## Equal opportunities:

Please see our [Equal Opportunity Policy](#). St Catharine's College is committed to ensuring our HR practices identify and support individuals who may need adjustments due to a disability.

## How to apply:

Please apply by completing the College's application form and submit that along with a copy of your Curriculum Vitae (CV), a Covering Letter highlighting your suitability for the position and the Equality and Diversity Monitoring form by **9 am on 10 June 2022**. Please email the documents to Ms Maxine Flynn, HR Manager at [recruitment@caths.cam.ac.uk](mailto:recruitment@caths.cam.ac.uk)

Interviews for this position are expected to take place in the afternoon of 13 June 2022.

If you have further queries about this post, please contact Deborah Loveluck at:

[development.director@caths.cam.ac.uk](mailto:development.director@caths.cam.ac.uk).



## CONTACT US

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## FIND US ONLINE

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