Database Manager
Job Description

Reports to: Head of ADO Operations.
Remuneration: In the region of FTE £30,000 to £35,000 dependent on skills and experience.
Hours of Work: 37.5 hours per week (part-time may be considered, min 30 hours).

The Alumni and Development Office (ADO)
The ADO was established in 1993 and comprises of a team of six. This busy office, which is the main point of contact for alumni of St Catharine’s, fundraises for the College and also runs events and communications for alumni. The College is currently embarking on the final phase of a £65 million fundraising campaign – ‘Our College, Our Future’ - to expand and improve its facilities, and to maintain its high academic standards.

The Post
The primary responsibilities of the Database Manager will be to maintain, improve and analyse the alumni database and to provide timely and accurate information to the ADO team. Also to research and identify sources of funding in support of the ongoing College campaign. The work of the Database Manager is vital to the success of the College’s campaign and the successful candidate will be joining a friendly College at an exciting time in its history.

Main Responsibilities

Database Management
• Overall responsibility for day-to-day management and integrity of the Raiser’s Edge including data processes, gift administration, imports, exports and other associated projects.
• Working closely with other College departments and the central fundraising office of the University (CUDAR) to ensure accurate records of current and former students.
• Devising and implementing database protocols to ensure consistency and ensuring other members of the team are aware of best practice.
• Management of the portfolio of major gift prospects for the fundraising team.
• Regularly tracking activity between fundraisers and prospects and coordinating and recording regular meetings.
• Project managing the database transition to Raiser’s Edge NXT in 2023.

Prospect Research and Management
• Regularly and proactively identify new prospects by researching alumni, interrogating the Raiser’s Edge database and other identification techniques.
• Provide timely and accurate briefings for senior management of donors and potential donors for events and face-to-face fundraising meetings.

This is not an exhaustive list of duties and the post-holder may be required to undertake different tasks and other related duties as required. They may, on occasion, be asked to attend events in College in the evening and at weekends 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 across the University. Such opportunities include an annual development conference; ‘best practice’ sessions on various topics throughout the year; working groups and informal professional networks.
Person Specification

Qualifications
- Educated to degree level (or equivalent). (Essential)

Skills, knowledge and expertise:
- Experience of managing the Raiser’s Edge or equivalent CRM database within a Development/Fundraising setting including gift administration. (Essential)
- Experience of undertaking prospect research in a charity, higher education or an equivalent organisation. (Essential)
- Outstanding IT skills including use of MS Office, including Word, PowerPoint and especially Excel. (Essential)
- Experience in GDPR administration and an understanding of how it impacts on database management, data retention, consent and prospect research. (Essential)
- Knowledge of SQL would be advantageous. (Desirable)

Attributes
- Be confident, well-organised, flexible and able to alternate between varying aspects of the role with equal competence. (Essential)
- Able to use initiative with a positive approach to problem solving. (Essential)
- Able to form positive relationships with alumni, students, staff and others who have a stake or interest in the College. (Essential)
- Show strong commitment to the College and be prepared to learn quickly. (Essential)
- Able to work on their own initiative and as a member of a small team. (Essential)
- Strong written and verbal communication and numeracy skills. (Essential)
- Strong intellectual capacity with keen attention to detail. (Essential)
- Professional and well presented with a mature attitude. (Essential)
- Possess patience, tact and political sensitivity, needed to manage relationships within College and with its external supporters. (Essential)
- Have an understanding of the complex nature of a Cambridge College or be willing to learn quickly. (Desirable)