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)
Duration: 3 years (initially)

Primary Purpose
The post holder will work closely with the Development Director on major gift fundraising and managing the Campaign - Our College, Our Future.

Main Duties and Responsibilities

Fundraising
- Working with the Development Director on major gift fundraising working towards completing the Campaign – Our College Our Future.
- Working with the ADO team helping with fundraising and alumni relations tasks.
- Working closely with the Campaign Advisory Group and managing all activity of the Group.

Stewardship
- Working with the Alumni Relations Manager to develop the existing donor stewardship plan.
- Co-ordinating stewardship communications.
- Helping to produce formal donor reports and content for publications across all College media.

Support for the Development Director
The individual will act as Executive Assistant to the Director of Development this will cover a broad range of activities:
- Securing fundraising meetings.
- Management of the College calendars.
- Liaising with major donors and members of the College community.
- Making arrangements for UK and international travel, including flights, hotels, visas etc.
- Facilitating termly meetings of the Campaign Advisory Group.

Administration
- Co-ordinating campaign efforts, including appeals, communications and events, in conjunction with Alumni and Development Office colleagues.
- Co-ordinating and producing for various College committees.
- Providing administrative assistance to the ADO, as required.

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
Good standard of educational attainment to degree level, or equivalent experience.

Skills and Experience
- Experience of working in a fundraising environment (or equivalent).
- Knowledge of higher education fundraising.
- Able to demonstrate a good grasp of modern office administrative procedures and awareness of opportunities to apply new technology.
- Highly IT literate - extensive experience of MS Office, including Word, PowerPoint and Excel.
- Experience of working with a CRM Database, in particular Raiser’s Edge.
- Demonstrable word processing/spreadsheet management skills.
- Knowledge of GDPR – or willingness to acquire such knowledge.
- Strong written and verbal communication and numeracy skills.

Attributes
- Able to work on their own initiative, with a positive approach to problem solving and as a member of a small team.
- Confident, well-organised, flexible and able to alternate between varying aspects of the role with equal competence.
- Able to form positive relationships with alumni, students, staff and others who have a stake or interest in the College.
- Strong intellectual capacity with keen attention to detail.
- Possess patience, tact and political sensitivity, needed to manage relationships within College and with its external supporters.
- Ability to maintain confidentiality of information.
- Wholly sympathetic to the fundraising environment and recognising the importance of fundraising in higher education.

September 2021