St Catharine’s College, Cambridge
Senior Development Executive
(Full-time)
Job Description

St Catharine’s College, founded in 1473, is situated in the middle of Cambridge. The College is a centre of excellence: close to the top of the Tripos league tables and also flourishing in sport, music and the arts. St Catharine’s is led by the Master, Professor Sir Mark Welland, and has some 61 Fellows, 430 undergraduate and 300 graduate students.

The Alumni & Development Office (ADO)
The ADO was established in 1993 and the team of seven is led by Mrs Deborah Loveluck, Fellow and Director of Development. 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 recently embarked on a £65 million fundraising campaign to expand and improve its facilities, and to maintain its high academic standards.

The Post
The Senior Development Executive is responsible for: securing major gifts through the face-to-face solicitation of College alumni and friends; raising funds through management of the regular giving programme; and working with the Deputy Development Director to steward donors.

The success of the Alumni and Development Office depends on the flexibility and ethos of its staff. The Senior Development Executive should at times be prepared to engage in other Office activities of importance to the team and to the College. The role requires some work in the evenings and at weekends.

Responsible to: Director of Development

Main duties and responsibilities:

• Working with the Director of Development, Deputy Development Director and other College officers on the formulation and implementation of fundraising campaign strategy.
• Securing four and five figure gifts through face-to-face cultivation and solicitation of College alumni and friends.
• To manage and further develop the College’s regular giving programme, with the aim of improving both alumni participation and overall philanthropic revenue. This includes managing College telephone campaigns, direct mail appeals and e-appeals, as well as overseeing administration of the College’s Annual Fund, with the support of the Development Officer. This support is to be directed and managed by the Senior Development Executive.
• Working with the Deputy Development Director and others in the team on the ongoing stewardship of donors. This includes producing donor reports, updating the College website and creating content for other College media.
• Providing financial reporting for the Annual Fund and regular giving programme.
• Representing the Alumni and Development Office within College, and representing the College at external events. Deputising for the Director of Development and Deputy Development Director when required.
• Acting as a key point of contact for alumni and donors.
• Raising awareness of the work of the Alumni and Development Office amongst the current students, and promoting student involvement in the Office’s work where appropriate.

Person Specification

Qualifications
• Educated to degree level (Essential)

Skills and Experience
• Successful track record in managing regular giving programmes and telephone fundraising campaigns ideally gained within a Higher Education context (Essential)
• Previous experience working within an Oxford or Cambridge Development Office (Desirable)
• Competence with MS Office suite and relational databases (Essential)
• Experience of the Raiser’s Edge (Desirable)
• Experience with communications and design programmes such as Mailchimp, InDesign (or similar), and websites (Desirable)

Attributes
• Strong written communication and numeracy skills (Essential)
• Strong intellectual capacity with keen attention to detail (Essential)
• Able to think creatively, 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 his/her own initiative and as a part of a small team (Essential)
• Professional and well presented with a mature attitude and outgoing, cheerful disposition (Essential)
• Possess patience, tact and political sensitivity needed to manage relationships within College and with its external supporters (Essential)

Hours of Work
The post holder is expected to work between 9am-5.15pm (36.25 hours a week) and is entitled to 25 days 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 and running the annual telephone campaign) 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, including legacy fundraising, major gifts, and regular giving; working groups and informal professional networks. In addition, the Alumni and Development Office has access to a training budget.

**Remuneration**
Salary in the region of £35,000 a year, dependent on skills and experience. The post-holder is eligible to join the College’s contribution defined pension scheme. Meals in Hall are provided during working hours.

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