



Selwyn College Cambridge

Development Officer

Job Description

Job title:	Development Officer
Department:	Development
Reports to:	Development Director
Working pattern:	Full time, 35 hours per week (exclusive of meal breaks)
Contract:	Permanent, subject to six months' probation

Purpose of the role

The Development Officer is an important post that provides essential fundraising capacity within the Alumni and Development Office at Selwyn College. This small but increasingly busy office is responsible for keeping in touch with over 7,000 alumni of Selwyn College scattered all over the world.

One of the principal functions of the office is to provide opportunities for the alumni to become more involved with the college and its activities via regular or one-off charitable donations. Nearly 20% of its alumni currently support Selwyn in some way – and this post will play a key role in helping to maintain this healthy level of support from current donors and looking for opportunities to increase the numbers of supporters year on year.

Key duties and responsibilities

Working with the Major Gifts and Legacies Manager, the post will take principal responsibility for managing the day-to-day administration of gifts and ensuring that accurate records are maintained on the Raiser's Edge database and donors thanked appropriately. Most regular gifts are made by Direct Debit and the college has mature and well-established systems in place, partly managed by colleagues in the Finance Department. However, the post will be responsible for the setting up of Direct Debits, organising one-off gifts via cash, cheque, bank transfer, credit card or other methods – as well as liaison with the Finance Dept where necessary. The post will also send out reminders to regular donors and liaise with donors who may wish to change their regular support for any reason. Although much of the regular

donations work is automated, the post requires the close attention to detail and the ability to record information accurately and clearly so that others may use it confidently.

The post offers the opportunity to develop face to face fundraising skills and experience via the programme of alumni events, following up where appropriate with face-to-face meetings or further conversations. This is an attractive opportunity for an early career development professional to work alongside an experienced team and to build up a personal portfolio of prospects and mid-level donors.

The post will also take responsibility for providing information needed for the Annual Development Questionnaire (ADQ) where summary fundraising information from all 31 colleges is collated and shared across the university.

The post will also be required to undertake basic research on current donors or prospects that allow a more tailored approach to managing individual prospects or current donors.

The post will have principal responsibility for the annual telephone fundraising campaign and/or Giving Day. Working closely with external, expert consultants in the planning stages, the post holder will also be responsible for the recruitment, induction, training and management of student volunteers throughout. This will include liaising with HR in regard to contracts/right to work checks, health & safety and payroll administration.

As a member of the wider team, the post will help to run events in Cambridge, London and occasionally elsewhere in the UK, which will involve some evening and weekend work. The post will develop face-to-face fundraising opportunities as they arise and in consultation with the Development Director and the Major Gifts and Legacies Manager.

The post will deputise for the Development Director at occasional events, meetings and other occasions as required. The post holder will also be expected to undertake any other responsibilities and duties consistent with the role as may be requested by the Development Director.

Person specification

The ideal candidate is a development professional with at least two years of relevant experience and who is able to demonstrate knowledge, understanding and aptitude for this important role. Training and CPD opportunities will be provided.

This is an ideal opportunity to work as part of a successful and experienced Development and Alumni Relations office, providing important gift administration support across different types of fundraising. It will allow opportunities to develop skills and experience of face-to-face meetings and fundraising, and the chance to develop over time a discreet portfolio of donors at different levels.

Requirements for the role

Criteria	Essential	Desirable
SKILLS		
Ability to work independently, without close supervision, and possessing a mature attitude towards working in an open plan office environment	x	
A close attention to detail, numerate and accurate	x	
An ability to write well – both formally and informally as appropriate	x	
Ability to prioritise workload and deal with several projects at the same time	x	
Ability to respond courteously and helpfully to enquiries made on the telephone and in person, or by e-mail and letter	x	
Discretion at all times when dealing with matters of a personal or financial nature, and a grasp of current data protection rules and guidelines	x	
A working knowledge of The Raisers Edge or a similar CRM database (additional training will be available where necessary)	x	
Knowledge of other MS Office systems (Word, Excel etc.) and email	x	
EXPERIENCE & KNOWLEDGE		
An understanding of why donors give and what their needs are in order to develop relationships between them and the College.	x	
Experience of working within a fundraising and relationship-building environment		x
An understanding of the relationship between Cambridge University and its constituent colleges (of which Selwyn is one of 31)		x
EDUCATION		
Educated to degree level or equivalent	x	
PERSON SPECIFICATION		
A mature personality with the confidence to make phone calls and to talk about money, gifts and legacies on a one to one and face to face basis.	x	
A willingness to develop relationships with colleagues, academics, student representatives and other volunteers to help promote the College's fundraising work	x	
A willingness to attend occasional evening and weekend events and undertake occasional travel in the UK	x	
An interest in education and supporting young people		x

If you do not meet all the criteria, don't be deterred from applying if you feel this role is for you. You may have other relevant skills and experience which would prove valuable in this role.

Where you fit in the structure:

