

Selwyn College Cambridge

JOB DESCRIPTION

Job Title: Database Administrator

Responsible to: Alumni Officer and Development Manager

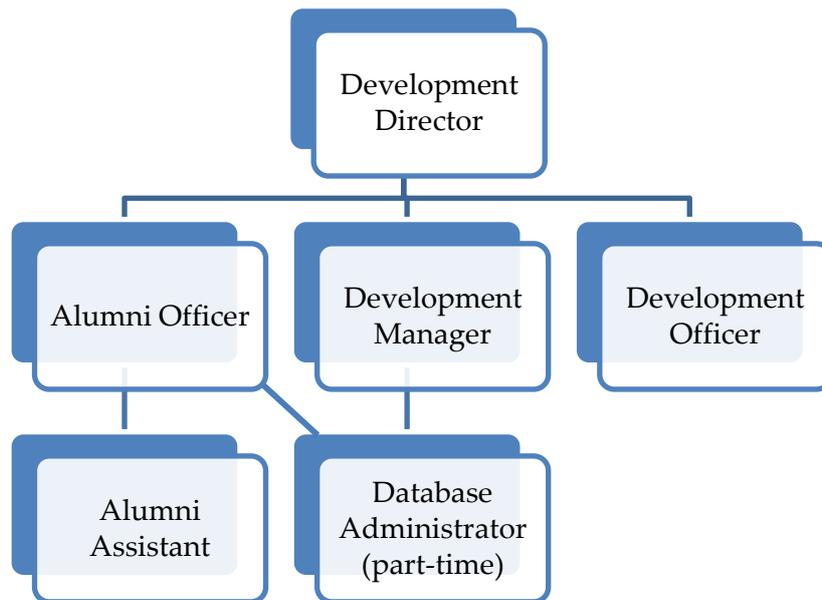
Role: The Database Administrator is an important post within the Alumni, Friends and Development Office at Selwyn College. This small, but increasingly busy office, is responsible for keeping in touch with over 7,000 alumni of Selwyn College scattered all over the world.

The collection and organisation of contact details of alumni and other friends of the college and ensuring that this data is kept clean and up to date, is vital to the smooth running of the rest of the department's work, which principally revolves around event organisation, fundraising and communications.

Main Duties/Responsibilities

- Maintaining and updating the alumni database (Raiser's Edge) on a regular basis, ensuring that information is entered consistently, accurately and in a timely fashion.
- Liaising with other departments in the College and other bodies in the University to update the database with information about current and graduating students.
- Liaising with Cambridge University Development & Alumni Relations (CUDAR) to exchange updated alumni details.
- Principal liaison with CUDAR on matters relating to the introduction of CUDAR's new database AMICUS.
- Within Selwyn, oversee the transition to NXT (the updated Raiser's Edge software) and take the lead in liaison with the software providers Blackbaud.
- Liaising with colleagues within the department to ensure that database protocols are being followed and assist with developing systems as required.
- Providing database support in order to ensure the success of the annual Telephone Campaign.
- Attending events at College and regionally as required.
- With colleagues, helping to manage the general administration of the Development Office.
- Report compilations using the database
- Performing any other duties that may from time to time be assigned by the Development Director.

Department Structure



PERSON SPECIFICATION

The post holder must be able to demonstrate relevant experience and aptitude for this important role. Bespoke training will be offered, together with regular CPD opportunities.

Essential

- Educated to degree level or equivalent.
- Exceptional attention to detail, numerate and accurate.
- A thorough working knowledge of Raiser's Edge or equivalent CRM database
- Knowledge of other MS Office systems (Word, Excel etc.) and email.
- Ability to work without close supervision and a mature attitude towards working in an open plan office environment.
- Ability to respond courteously and helpfully to enquiries made on the telephone and in person, or by e-mail and letter.
- Discretion at all times when dealing with matters of a personal or financial nature, and a grasp of the Data Protection Act.

Desirable

- A working knowledge of Cambridge University procedures.
- An understanding of the relationship between Cambridge University and its constituent colleges, (of which Selwyn is one of 31).
- An interest in Education and supporting young people.
- An intuitive understanding of when it might be your turn to make the coffee, without having to be asked first.