JOB DESCRIPTION

Job Title: Development Officer

Responsible to: Development Manager

Role

The Development Officer is an important new post that aims to increase fundraising capacity 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.

During 2018 – 2020 the Development Office will be responsible for running and delivering a campaign to raise £12.6m for a capital appeal to build a new Library and Auditorium.

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 charitable donations. Nearly 20% of its alumni currently support Selwyn in some way – and this post will be a key part of the team that aims to significantly increase the overall numbers of regular donors over the next two years, together with the amount of funds they contribute to the College in support of its education activities.
Working with the Development Manager, the post will take responsibility for managing the day-to-day administration of gifts and ensuring that accurate records are maintained. Helping to administer the Library/Auditorium appeal will be part of these responsibilities. The post will also have responsibility for running the annual Telephone Fundraising Campaign, which normally takes place in December each year. As a member of the wider team, the post will help to run events organised in Cambridge, London and occasionally elsewhere in the UK, which will involve some evening and weekend work. Face to face fundraising will not be required initially, although there will be opportunities to develop this side of the role in due course.

**Person Specification**

The post will be an excellent step for a candidate who wishes to pursue a career in development. The holder will have at least two years’ experience within a fundraising environment and be able to demonstrate knowledge, understanding and aptitude for this important role. Training and CPD opportunities will be provided.

**Essential**

- Educated to degree level or equivalent
- An understanding of why donors give and what their needs are in order to develop relationships between them and the College.
• A willingness to develop relationships with colleagues, academics, student representatives and other volunteers to help promote the College’s fundraising work
• 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.
• Good attention to detail, numerate and accurate
• An ability to write well – both formally and informally as appropriate.
• Ability to prioritise workload and deal with several projects at the same time.
• Ability to respond courteously and helpful to enquiries made on the telephone and in person, or by e-mail and letter.
• 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
• Discretion at all times when dealing with matters of a personal or financial nature, and a grasp of current data protection rules and guidelines.
• A willingness to attend occasional evening and weekend events an undertake occasional travel in the UK

Desirable

• A working knowledge of Cambridge University procedures
• A thorough working knowledge of The Raisers Edge or equivalent CRM database
• Experience of working within a fundraising environment
• An interest in using new technologies for fundraising purposes
• 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