



Selwyn College Cambridge

## Alumni Relations Officer

### Job Description

Job title: Alumni Relations Officer

Department: Development

Reports to: Development Director

Working pattern: This post will operate as a full-time equivalent job share

Contract: Permanent, subject to a probationary period

#### Purpose of the role

To encourage and strengthen the relationship between alumni and the college through managing a successful events programme.

#### Key responsibilities

The Alumni Relations Officer has principal responsibility for the creation and running of a wide range of events for alumni and friends. The post offers an attractive range of responsibilities and career development opportunities for an individual who is looking to become part of a successful and well-regarded team. The small but increasingly busy alumni and development office is responsible for keeping in touch with over 7,000 alumni of Selwyn College scattered all over the world. The organisation of regular events online and in Cambridge, London and elsewhere is one of the most important and effective ways for the College to maintain and develop its relationships with alumni, friends and other potential supporters; this position is integral to that operation.

The role requires following established administrative procedures to ensure that event information and attendees' details are recorded and updated accurately on the database – Raiser's Edge. The post will also support running an established programme of local, regional and international events and looking for new opportunities to engage with alumni and friends of all ages.

In addition, the post liaises with the Publications and Marketing Officer in promoting online and live events via email invitations, social media and other traditional publication

opportunities. Close attention to detail and a good eye for creating visually attractive communications is required.

The role will require liaison with individual alumni who contact the office with a wide variety of enquiries. This requires sensitivity and tact, together with a flexible approach to communications using letter, email or phone as required.

When fully staffed, the Alumni and Development Department will comprise six individuals, two of who are part time and four full time: the Development Director (p/t), the Major Gifts and Legacies Manager (f/t), the Development Officer (f/t), Communications and Marketing Officer (f/t), Database Manager (p/t) and this post (f/t – shared). Although each role has its own specific tasks to fulfil, the team is flexible and works closely together during busy periods. As a member of this close-knit team, the post can expect help and support as needed, as well as being expected to reciprocate by helping with other fundraising and alumni activities as required.

Members of the Alumni and Development Office enjoy a light and spacious open plan office within the recently refurbished former library building. Team members are expected to work from the office as this improves communication and learning, mutual support and efficiency. Occasional working from home or variable hours will be considered, but working from the departmental office is the norm and encouraged wherever possible.

## **Duties**

- Organising upwards of 40 local, national, and international events per annum, including attendance at some events in evenings or at weekends.
- With the Publications and Marketing Officer producing and distributing posters, leaflets and other events related publicity as required.
- Recording and responding to event bookings in line with office protocols.
- With the Database Coordinator, maintaining accurate records and updating the database (Raiser's Edge) daily, ensuring that information is entered consistently, accurately and in a timely fashion.
- Communicating with alumni and answering queries or requests in a mature, polite and friendly manner.
- Assisting with the organisation of Master's Circle and Patrons events and attending these and similar events as necessary.
- Liaising with the College Archivist on occasions where access to archive material is required
- Alongside other team members, providing general administrative and office support as required.
- Performing any other comparable and reasonable duties that may from time to time be assigned by the Development Director.

## Requirements for the role

Person specification	Essential	Desirable
<b>SKILLS</b>		
Good, accurate, computer skills, particularly with Word and Excel and a willingness to undergo training for other IT skills that may be required	X	
General office and administration skills	X	
Well organised and able to deal with several projects at once.	X	
Attention to detail and accuracy	X	
Self-starter with an ability to manage own work-load	X	
A mature approach to communicating with a wide variety of people of all ages, in person, in writing and on the telephone.	X	
Flexible and willingness to adapt to the needs of the office.	X	
A mature approach to communicating with a wide variety of people of all ages, in person, in writing and on the telephone	X	
Ability to work as member of a team	X	

## Where you fit in the structure:

