



Selwyn College Cambridge

Data and Gifts Administrator

Job Description

Job title:	Data and Gifts Administrator
Department:	Development
Reports to:	Development Director
Working pattern:	1.0 (FT) (0.8 PT may be considered)
Contract:	Permanent, subject to probationary period

Purpose of the role

The Data and Gifts Administrator is an important post within the Alumni Relations and Development Office at Selwyn College, which principally revolves around event organisation, fundraising and communications. This small but increasingly busy office is responsible for keeping in touch with over 8,000 alumni and friends who are scattered all over the world. Your role will allow the college to provide an efficient but personal service to alumni and friends – and help ensure that supporters' gifts are accurately recorded and thanked. The collection and organisation of contact details and ensuring that this data is kept clean and up-to-date is to some extent a responsibility that is shared throughout the department – but it will be an important part of your job to ensure that procedures are followed, particularly with regard to the recording of philanthropic gifts. You will often be the first point of contact for many of our alumni and as such you will play an important role in helping to facilitate the smooth running of the department. At Selwyn, the development department works in a mutually supportive way and you will find a good deal of experience within the department regarding data and gift administration matters, including a willingness to share and explain information, expertise and procedures.

Key duties and responsibilities

- Hold responsibility for the maintenance, accuracy and integrity of the alumni database (Raiser's Edge), ensuring all records are entered consistently, reviewed regularly, and updated in a timely manner. Gather and collate information from other departments in the college and other bodies in the University to update the database with information about current and graduating students
- Proactively communicate with Cambridge University Development & Alumni Relations (CUDAR) on a regular basis to exchange updated alumni details

- Work closely with the fundraisers within the team to ensure that the amount and purpose of gifts and pledges are accurately recorded on Raiser's Edge
- Work with the college finance department relating to the administration of gifts including: the processing of cheques, taking payments, setting up direct debits and producing gift receipts.
- Work with the fundraisers to complete Selwyn's contribution to the Annual Development Questionnaire (a summary of fundraising information from all 31 colleges)
- Regularly update the database with information from LinkedIn and other sources, and take a pro-active role in researching alumni for fundraising purposes
- Research to find 'lost sheep' and re-establish contact
- Prepare data as required for the mailing of college publications including the Annual Report, Magazine and Calendar
- Provide database support in order to ensure the success of the annual Telephone Campaign
- Work with the fundraisers in the preparation of briefing notes before alumni events or other occasions for the Master and other senior college officers
- Deal with the notification of deceased members by recording information on the database. Liaise with the Calendar editorial team over possible obituary submissions.
- Collaborate with colleagues within the department to ensure that database protocols are being followed and assist with developing systems and protocols as required
- Implement regular data cleaning processes to ensure the database is accurate and up-to-date
- Act as principal liaison with the software providers, Blackbaud
- Liaise with the Bursar (as College Data Protection Lead) to ensure that data is secure, and complies with GDPR requirements
- Attend college events as required, which may involve occasional evening and weekend work
- With colleagues, contribute to the general administration of the Alumni Relations and Development Office
- Perform any other duties reasonably assigned by the Development Director

Requirements for the role

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

- Good attention to detail, numerate and accurate
- A thorough working knowledge of Raiser's Edge or equivalent CRM database, or strong transferable data management skills with the capability to learn new platforms quickly.

- 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
- Confidence in managing and interrogating large datasets, with a proactive approach and strong commitment to data protection/integrity principles and best practice.
- Flexible and collaborative approach to working

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
- A practical, good-humoured approach to shared office responsibilities in a small team.

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:

