

**Draft Job Description Appendix 5A**

|  |  |  |
| --- | --- | --- |
| **Job Title:** Development Officer | **Post holder :** | |
| **Reporting to:** The Deputy Development Director | | |
| **Main Purpose of Role/Overview :**  To plan, organise and run a successful Annual Fund, including the annual Telephone Campaign. We aim to build on the achievements to date in accordance with a strategy approved by the Development Director and Deputy Development Director with a view to increasing the participation rate. | | |
| **Main Responsibilities & Duties:** | | **Standards of Performance/ Results :** |
| 1. To represent Newnham as a professional, modern and competent organisation. | | At all times |
| 1. To liaise with other departments across College, in particular the Bursary, enlisting their support and co-operation and working together to present a smooth and professional gifts process to alumnae and other donors. | | As necessary |
| 1. To take personal responsibility, with the support of the Deputy Development Director and the rest of the team for the management, development, implementation and improvement of the strategy for the Annual Fund. | | In accordance with the development office schedule in a timely manner |
| 1. To act professionally, honestly and with integrity. | | At all times |
| 1. To act as an ambassador for the College. | | At all times |
| 1. To manage the annual telephone campaign (with the support of the Deputy Development Director and Development Director as appropriate). | | Annually |
| 1. Stewardship :    1. To write thank you letters within 24 – 36 hours of receipt of the donation.    2. Under the supervision of the Deputy Development Director to brief the Principal and the Development Director to enable them to write appropriate thank you letters.    3. To write an annual donor report to be sent to donors with the College’s Christmas cards. | | Thank you letters to be written promptly and to brief the Principal and Development Director for bigger thank you letters within 48 hours of the gift.  Annual thank you report to be written each summer. |
| 1. To review and check the various lists of donors produced by the database officer (Xmas Cards, College Council, Roll Letter etc) | | As needed in a timely manner to avoid delay in office activity. |
| 1. To develop projects and initiatives for the Annual Fund which will increase participation and donations under the amount of £1,000 including without limitation;    1. Engaging the graduating students    2. Engaging those alumnae who are former graduate students    3. Developing and implementing a friends and parents programme    4. Developing the young alumnae engagement and giving    5. Working with Cambridge in America to increase donations to the Annual Fund from the USA | |  |
| 1. To work with the Gift Administrator to ensure smooth processes for the inputting of donations. Giving guidance to the Gift Administrator, helping with queries and inconsistencies and following up with donors where necessary. | | As needed |
| 1. Developing and managing a system to ensure donor retention. Running reports to pick up on expired or cancelled donations and liaising with donors where appropriate. | | To be completed monthly to ensure donors contacted in a timely manner. |
| 1. As the Annual Fund manager becomes more experienced to set a target with the Deputy Development Director for and to manage circa 30 face to face visits each year to small to medium sized donors (identified through the annual fund). | | To develop with the support of the Deputy Development Director having regard to other annual fund work |
| 1. Working with the database officer to complete the ADQ and other questionnaires circulated by Cambridge University Development and Alumni Relations office (CUDAR) and liaise with CUDAR as required. | | Annually – August/September |
| 1. Working with the Development Director, Deputy Development Director and other members of the team on events geared to general benefactors, legators and smaller donors. | | As needed |
| 1. Supporting the hosting of alumnae events as required. | | As needed |
| 1. Together with the Deputy Development Director to be responsible for updating the development pages of the College Website. | | As needed |
| 1. To do such other reasonable duties as may be requested in relation to the operation of the Development Office. | | As needed |
| The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College. | |  |
| **Significant internal/external relationships:** Alumnae, Bursary, Fellows, Porters, students | | |

# 

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications, experience and  background | Degree at Higher Education Institution | * Experience of annual fundraising, ideally within a higher education environment. |
| Specific knowledge/skills  (technical) | * Competence in databases –particularly CRM databases * Experienced user of Microsoft packages inc Word, PowerPoint, Outlook and Excel spreadsheets | * Experience of the Raisers Edge Database |
| Personal attributes | * A pleasant and cheerful manner and excellent people skills * Ability to juggle and prioritise competing demands * Ability to take instructions and develop them into a plan of action * The ability to work calmly under pressure * Excellent communication skills, in particular to a wide range of constituents- both verbal and in writing * Attention to detail * Professional and pro-active approach * Methodical with excellent administrative skills |  |
| Team and management skills | * Ability to work well within, and to contribute to, a team |  |
| Other | * A willingness to work flexibly within a fast changing environment |  |

**Main Terms and Conditions of Employment:**

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion.

The post is full-time based on 37.5hours per week, Monday to Friday. In addition there will be some weekend and evening work required for alumnae events and in particular at the time of the telephone campaign (currently held end September-beginning October). Work at the weekend and outside normal hours will normally be compensated by time off in lieu. The salary, according to qualifications and experience, will be equivalent to point 37-41 on the University's Single Spine, for which the present rate is £28,098 – £31,604 per annum.

Holiday entitlement will be 25 days per year, plus 8 public holidays. It may be necessary to work on public holidays which occur during Term time.

Under the rules of Auto Enrolment the post holder will be enrolled in the Universities Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook and Policies & Procedures; dated June 2016 and subsequent updates which may be amended by the College from time to time.

The post-holder will be entitled to one free meal per day when on duty (when the catering

Department is open).

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.