

Job Description

Job title	Development Officer
Department	Development & Alumni Relations
Reports to (Position Title)	Director of Development

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

The principal duties are:

- managing the regular giving programme
- face-to-face fundraising
- developing the Young Alumni programme

Background information

Based at	Gonville & Caius College, Trinity Street, Cambridge, CB2 1TA
Hours of work	37.5 hrs per week; occasional weekend and/or evening work will be required to fulfil the requirements of the role
Contract type	Full time & Permanent
FTE	1.0
Qualifications	Degree level or equivalent
Key Skills	<ul style="list-style-type: none"> - Project management - Interpersonal and communication - Organisational - Communication (oral and written)
Work experience	Previous experience in running digital or telephone fundraising campaigns highly desirable
Budget responsibilities	Individual project budgets

Main duties and Responsibilities

Principal responsibility of the Development Officer is to manage all aspects of regular giving, including discreet annual campaigns and face-to-face approaches.

REGULAR GIVING

- Develop and oversee the regular giving programme and all associated campaigns.
- Manage all aspects of telephone, digital and direct mail fundraising campaigns, including working with

Main duties and Responsibilities

consultants.

- Identify, solicit and secure match funding to support regular giving activities.
- Campaign specific recruitment and training of students
- Work with colleagues across College departments to make all necessary logistical arrangements (equipment, student accommodation and meals, remuneration etc.)
- Work closely with Deputy Development Director and Database Manager in selecting appropriate groups of alumni for different campaigns.
- Identify and develop relationships with alumni to contribute to team's fundraising goals through face-to-face solicitation, in collaboration with the Deputy Development Director
- Working closely with the Database Manager, maintain up-to-date audit of regular giving, following up with donors who have outstanding pledges and appear to have ceased giving.
- Analyse and report on performance and effectiveness of regular giving
- With Deputy Development Director, develop a five-year regular giving strategy, focussing on growing the supporter base and nurturing donor loyalty.
- Maintain up-to-date knowledge and understanding of relevant current legislation and guidelines (e.g. fundraising regulation, Gift Aid, GDPE etc.) to ensure operational compliance

YOUNG ALUMNI PROGRAMME

- Develop the nascent programme that offers current students and young alumni opportunities to benefit from alumni networks through mentoring and career advice.
- Work with the students (GCSU and MCR) to encourage student body engagement in the Development department's mission.
- With Engagement Manager, develop opportunities to maximise engagement, including giving, with graduands at graduation and recent leavers at MA graduations

OTHER

- Attend events and represent the College among alumni and supporters.
- Produce reports on above activities for internal and external committees, and publications
- Support Deputy Development Director in production of fundraising communications (print and digital)
- As needed, assist the Development Office colleagues at particularly busy periods, some of which may fall at the weekend

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No	
DBS check				x	
Lone working				x	
Manual handling				x	
Working at height				x	
Uniform required				x	
Training requirements		iHasco ID	Duration	Yes	No
Anti-Bribery		113	29	x	
Bullying & Harassment for Employees		108	22	x	
Cyber Security Awareness		6428	39	x	
Display Screen Equipment		2571	32	x	
Equality, Diversity & Inclusion		3874	60	x	
Fire Awareness		415	30	x	
GDPR UK: Essentials		3627	38	x	
Health and Safety Essentials		2227	48	x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

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	Criteria	Essential /Desirable	Assessment Method: A = Application I = Interview T = Test
Qualifications and Training	<ul style="list-style-type: none"> Degree level or equivalent Evidence of continuous professional development in fields relevant to the role 	E D	A A, I
Knowledge, Skills & Proven abilities	<ul style="list-style-type: none"> Experience in a role supporting or actively managing annual giving project(s) 	E	A, I
	<ul style="list-style-type: none"> Excellent analytical and IT skills 	E	A, I
	<ul style="list-style-type: none"> Excellent project management skills 	E	A, I
	<ul style="list-style-type: none"> Excellent written and oral communication skills 	E	A, I
	<ul style="list-style-type: none"> Exceptional attention to detail and accuracy 	E	A, I
	<ul style="list-style-type: none"> Thorough understanding of relevant regulations (e.g. data protection, fundraising, Gift Aid (HMRC)) 	E	A, I
	<ul style="list-style-type: none"> Understanding of the collegiate Cambridge and the higher education environment 	D	A, I
Behaviours	<ul style="list-style-type: none"> Experience of Raiser's Edge or a similar CRM tool 	D	A, I
	<ul style="list-style-type: none"> Confidence to work without supervision and flexibly as a member of a small team 	E	A, I
	<ul style="list-style-type: none"> Flexible, self-motivated, creative and proactive 	E	A, I
	<ul style="list-style-type: none"> Strategic, innovative and entrepreneurial thinker 	D	A, I
	<ul style="list-style-type: none"> Ability to deal with confidential matters and act with discretion 	E	A, I
	<ul style="list-style-type: none"> Ability to deal with a wide range of people with empathy and tact 	E	A, I

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