



Murray Edwards College

University of Cambridge

Job Description

Job title:	Development Officer & PA to Director of Development (fixed term)
Department:	Development & Alumnae Relations
Location:	Murray Edwards College, Cambridge, CB3 0DF
Outline:	This is a pivotal role in the College's ambitious Development office providing administrative, events and donor relations support to the Director of Development and wider team.
Line manager:	Director of Development
Hours:	1 FTE - 37.5 per week. Hours are as required to discharge the duties of the post. Occasional evening and weekend event work, with Time Off in Lieu.
Salary Band:	5
Working environment:	Office-based. Role may be eligible for hybrid working, please refer to the Hybrid Working Policy
DBS check required?	No

Role summary

The Director of Development has overall responsibility for delivering the College's development/fundraising strategy. This includes raising transformational gifts, cultivating and stewarding new and existing major donors and supporters, and developing and implementing a coherent and impactful advancement plan with the aim of maximising philanthropic income and alumnae engagement to support the College's strategic aims.

The Development Officer & PA to the Director of Development reports to the Director of Development and provides additional support to Alumnae Relations and Philanthropy (depending on capacity).

Support for the Director of Development will include communications with and meeting organisation for a wide range of internal and external stakeholders, research and drafting documents and proposals, minute taking for the Development Committee and occasional note taking at other meetings

Support for Alumnae Relations will include alumnae communications, event planning and implementation and other duties as requested by the Head of Alumnae Relations & Events. Support for Philanthropy will include event planning and support for the Women's Art Collection Patrons programme, inputting prospect and donor correspondence on Raiser's Edge CRM and arranging meetings. The post holder is also the first point of contact for general enquiries via email and phone, and underpins the smooth running of the office as a whole.

This is a 'lynchpin' post, affording the postholder a mix of autonomy and collaborative working as well as supporting and enabling a crucial function at the College. It will suit someone who enjoys a people-focused role in a busy office and college environment.

Main duties and responsibilities:

Support for the Director of Development

1. Plan and pro-actively manage the Director of Development's busy work schedule, including arranging appointments, organising meetings and the Director's attendance at College and University committees, arranging overseas travel etc as required.
2. Manage the Director of Development's correspondence (email inbox and post), responding where appropriate on their behalf to enquiries, categorising email for attention to urgent matters, delegating and passing on other matters.
3. Manage the Director of Development's expenditure, collating invoices and liaising with Finance.
4. Assist the Director of Development with stewardship of key donors and other VIP stakeholders.
5. Undertake research for proposals, projects or to provide information about potential donor prospects and drafting documentation as required.
6. Undertake research to develop and document policies and procedures for the Development function, drafting documentation as required.
7. Ensure all contacts for the Director of Development are kept up to date on Raiser's Edge and correspondence and other documentation is filed online or in hard copy form as appropriate.

Alumnae Relations & Events

8. Respond to alumnae queries and bookings, ensuring a smooth and efficient service for alumnae and College colleagues.
9. Research and draft communications for alumnae newsletters, the Dolphin magazine, social media and other collateral as agreed with the Head of AR & E
10. Support the Head of Alumnae Relations & Events with events planning, coordination and implementation and follow up, including budgeting, venue and facilities confirmation, bookings administration, producing invitation and attendance lists, table plans and place cards, event closing and wrap up and follow up with stakeholders.
11. Support the Head of Alumnae Relations & Events to share responsibilities as agreed for liaison with suppliers, attendees and colleagues.
12. Manage specific events from start to finish as agreed with the Head of AR & E.
13. Attend alumnae and other events supporting the Head of AR & E to ensure the smooth running of the event and a good experience for all stakeholders (invitees and College colleagues).
14. Ensure an integrated approach to all event planning which supports fundraising and volunteer engagement, liaising with Development, the President's office and other colleagues as appropriate.
15. Research and draft data reports as required to inform planning, eg on contactable alumnae, alumnae engagement and participation
16. Ensure all alumnae merchandise, collateral and event items are stored appropriately and kept in good order.
17. Ensure all alumnae contacts are kept up to date on Raiser's Edge and correspondence and other documentation is filed online or in hard copy form as appropriate.

Philanthropy

18. Support the Director of the Women’s Art Collection with Patrons events planning in line with the annual Patrons Circle plan. Includes communication with Patrons, event venue and logistics confirmation, occasional attendance at events, inputting data into Raiser’s Edge.
19. Support the Head of Philanthropy and the Director of the Women’s Art Collection with prospect and donor meetings organization and inputting data into Raiser’s Edge to keep records up to date.

General

20. Manage the general administration of the Development Office, especially the daily collection and dispatch of post, stationery orders, and filing.
21. Oversee and manage (respond or forward) queries by email to the department’s generic email address.
22. Deal with enquiries from alumnae, staff, Fellows, donors, prospects, and other members and well-wishers in a welcoming, friendly and helpful manner at all times, ensuring that their requests are acted upon speedily and efficiently.
23. Any other duties that are within the scope, spirit, and purpose of the job, and as requested by the line manager.

Person Specification

	Essential	Desirable
Skills, knowledge, experience	<ul style="list-style-type: none"> • A skilled administrator, able to assimilate information quickly and prioritise tasks, and who enjoys ‘everything being in good order’. • Effective diary management. • Practical experience of drafting effective correspondence tailored to specific stakeholders. • Attention to detail, able to perform tasks to a high standard and willingness to learn in the role/undertake training. • Experience of researching and drafting documentation. • Experience of event planning and implementation. • Excellent written and verbal communications skills. • Excellent organisation skills with the ability to undertake tasks efficiently and in a timely manner. • A sound knowledge and high proficiency of MS Office software. 	<ul style="list-style-type: none"> • Experience in fundraising and/or Higher Education • Experience of Raiser’s Edge or similar CRM.
Personal attributes	<ul style="list-style-type: none"> • A warm and engaging persona. • Reliability – able and willing to perform duties as agreed, and/or to discuss alternative solutions if required. 	

	<ul style="list-style-type: none">• Ability to drive work/issues forward using own initiative.• Adaptable, flexible, practical.• Discreet and diplomatic.• An ability to remain calm, work under pressure and to tight deadlines.• Ability to interact and communicate with varied stakeholders in a professional manner, acting as an ambassador for Development and the College at all times.	
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