### Job Description

**Job title:** Development Assistant  
**Department:** Development  
**Location:** Murray Edwards College, Cambridge, CB3 0DF  

**Outline:**  
The Development Assistant is a pivotal member of the Development team, providing administrative support to the Director of Development and other team members across a wide range of activities including fundraising, stewardship, events and communications. The Development Assistant is responsible for maintaining the Development Office database (Raiser’s Edge) and for producing reports and running queries to support development activities. 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.

The Director of Development has overall responsibility for delivering the College’s development strategy; 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 in order to support strategic projects.

This is an important post, affording the postholder a mix of autonomy and collaborative working as well as supporting a crucial function at the College.

**Line manager:** Director of Development  
**Hours:** 1 FTE - 37.5 per week.  
Hours are as required to discharge the duties of the post.  
**Salary & Salary Band:** £25-30,000  
**Working environment:** Office-based. Role may be eligible for hybrid working, please refer to the Hybrid Working Policy  
**DBS check required?** No

**Main duties and responsibilities:**

Support Development Director  
1/ Plan and pro-actively manage the Director of Development’s busy work schedule, including arranging appointments, organising meetings and events.
2/ Manage the Director of Development’s correspondence (email inbox and post), responding where appropriate on their behalf to enquiries, categorizing email for attention to urgent matters, delegating and passing on other matters.

Database
3/ Maintain and update the development database (Raiser’s Edge), ensuring that information is entered consistently, accurately and in a timely fashion.
4/ Run queries and produce reports from Raiser’s Edge to support development activities.
5/ Liaise with constituents by letter, email or telephone regarding changes of address or other updated information.
6/ Liaise with other departments in the College and other bodies in the University to update the database with information about current and graduating students.

Events
7/ Support the Head of Alumnae Relations & Events with events coordination, including bookings administration, producing lists of attendees, table plans and place cards.
8/ Attend alumni and stewardship events as required, and assist with the general administration of the events programme.

Fundraising, Stewardship & Communications
9/ Assist fundraisers with prospect research.
10/ Assist Development Director with proposal writing.
11/ Assist Development Director with stewardship of key donors.

General
12/ Manage the general administration of the Development Office, especially the daily collection and dispatch of post, stationery orders, and filing.
13/ Oversee and respond to queries by email to the department’s generic email address.
14/ Deal with enquiries from 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.
15/ Assist with such administrative duties as may reasonably be required.
16/ Support the wider Development team with communications including mailings and social media.
17/ Develop and document appropriate policies and procedures and support the Director, Head of Philanthropy and Head of Operations with regard to relevant due diligence and ethical giving policies and procedures at the college.

Other:
- Any other duties that are within the scope, spirit, and purpose of the job, and as requested by the line manager.
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