Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Gift Administration &amp; Stewardship Officer</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Development</td>
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<tr>
<td>Location:</td>
<td>Murray Edwards College, Cambridge, CB3 0DF</td>
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<td>Purpose of role:</td>
<td>The administration of all gifts to the College, and responsibility for a formal programme of stewardship and recognition initiatives for donors.</td>
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<td>Line manager:</td>
<td>Head of Operations</td>
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<td>Line manages:</td>
<td>N/A</td>
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<tr>
<td>Financial responsibility:</td>
<td>N/A</td>
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<tr>
<td>Salary Band:</td>
<td>Band 5</td>
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<tr>
<td>Hours:</td>
<td>1 FTE - 37.5 hours per week</td>
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<tr>
<td>Working environment:</td>
<td>Office-based. Role may be eligible for hybrid working, please refer to the Hybrid Working Policy</td>
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<td>DBS check required?</td>
<td>No</td>
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Overview of the role

The Gift Administration & Stewardship Officer has primary responsibility for the administration of all gifts to the College, in addition to implementing and supporting a formal programme of stewardship and recognition initiatives for donors to the College, with a view to supporting the long-term maintenance of strong relationships with these individuals and organisations. The post-holder reports to the Head of Operations, together enabling the Development Office to cultivate strong relationships with existing and potential donors. Customised stewardship plans ensure that the College’s most significant donors are recognised and stewarded in a way that is meaningful to them, so that their relationship with the College is maintained and strengthened.

The College

Murray Edwards is an outstanding, friendly community, with a pioneering history of promoting women’s leadership and achievement. Founded in 1954 as the New Hall, the College is the newest of the women’s colleges in Oxford and Cambridge and has carved out a distinctive reputation for attracting women from a broad spread of backgrounds. We celebrate alumnae who have gone on to shape the world in the arts and literature; in science and medicine; in politics and public affairs; and in news and the mass media. Students, alumnae and Fellows speak of an extraordinarily strong attachment to the place and the people; our setting, among a world-class collection of women’s art, does much to create a healthy and inspiring place to teach and research.

The College now stands at an important juncture. As we approach our 70th anniversary, we need to push frontiers in all aspects of our work. We’ll invest in attracting students from all backgrounds, seeking out those who might not traditionally consider a Cambridge education. We’ll transform
support for students, notably for post-graduate study – which is now mandatory for success across many professions. We’ll invest in this extraordinary site, enhancing buildings and facilities that have started to show their age. And we’ll support our brilliant Fellowship and academic community by endowing core posts and investing in the pastoral and academic support we provide. The vision is to create the best setting in the world for women to learn.

Main duties and responsibilities:

- Responsibility for the administration of all donations to the College on the Raiser’s Edge Database, including the monthly reconciliation of income and quarterly Gift Aid claims through liaison with the Finance team.
- Ensuring that all donations to the College are acknowledged in a timely manner.
- Support the implementation and development of a cohesive and structured programme of stewardship and recognition for all individuals, trusts and foundations, corporates and other organisations making donations to the College, supporting the long-term maintenance of strong relationships.
- Monitor and analyse the effectiveness of the stewardship programme and activities using a range of metrics with a view to enhancing those activities that work; and implementing process improvements where necessary.
- Work closely with the Development team to identify potential future donors, and to develop and disseminate stories that highlight the impact of donations through a range of bespoke communications to supporters and donors.
- Maintain accurate records on the Raiser’s Edge Database.
- Regular liaison with Cambridge University Development and Alumni Relations with regard to sharing of alumnae data.
- Acting as a main point of contact for alumnae.
- Provide administrative support to the Head of Operations.
- Any other duties that are within the scope, spirit, and purpose of the job, and as requested by the line manager.

Person Specification

Essential

- Highly numerate and able to read and interpret quantitative and qualitative data, financial information, and work with metrics and KPIs.
- Outstanding communication skills, both written and verbal, with a track record of communicating complex information to a variety of audiences.
- Excellent organisational skills and attention to detail, and the ability to plan and organise own workload whilst taking account of conflicting demands.
- Ability to manage sensitive conversations with a high degree of tact, sensitivity, and discretion.
- Excellent IT skills, particularly MS Office packages and confidence in using relational databases.
- Ability to work as part of a high-performing team and to build effective partnerships with a wide range of colleagues and stakeholders.
- High standards of personal and work presentation and ability to gain credibility with a wide range of people both internal and external.
Desirable

- Experience of fundraising principles and practice.
- Experience of working on stewardship and donor recognition programmes for individuals, charitable trusts and foundations and companies.
- Understanding of Data Protection principles and charity legislation and the ability to handle confidential information with discretion.