Magdalene College
CAMBRIDGE

Development Administrator
Job Description

The College

Magdalene College is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are just over 530 junior members of whom approximately two thirds are undergraduates and one third postgraduates. There are 40 Official Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

The Alumni & Development Office consists of a team of eight, and is a vibrant, forward-thinking office responsible for all aspects of fundraising and alumni relations including the organisation of alumni events both at home and abroad. The office is often the first point of contact for our Members, Friends and Honorary Fellows and runs a comprehensive communications programme involving both printed and electronic media. We launched a very ambitious fundraising endeavour, “Future Foundations – The Campaign for Magdalene” last year.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The College seeks to appoint a Development Administrator to look after the graduation ceremonies as the Praelectorial Secretary; to administer the internal Bursary Scheme and to provide administrative support to the Alumni and Development Office. This is an interesting and varied position in the College’s busy Alumni & Development Office and involves working closely with a number of colleagues. The post holder, a well organised, pro-active individual with good people skills who has excellent attention to detail may also be required to occasionally support the alumni events programme as requested by the Director of Development/Deputy Director of Development.

Responsible to: Deputy Director of Development
Main Duties and Responsibilities

- Managing all aspects of the bursary reporting scheme, liaising with bursary recipients, the Tutorial office and donors, ensuring regular reporting structures are kept in place.
- As Praelector’s Secretary, undertake the efficient administration of degree ceremonies throughout the year (other than General Admission), including responsibility for the information on the College’s website, booking rooms and arranging catering, issuing tickets to students for their guests and sending out certificates as required, as well as ensuring all details and forms regarding graduations are kept up-to-date on the College website.
- Provide administrative support to the Alumni and Development Office, particularly to assist with gift administration, working closely with the Development Officer (Gift Administration) as well as mailings, bookings and travel arrangements.
- Administer the Development Office expense codes, including quarterly reconciliation with the Assistant Management Accountant (College Office).
- Supporting the Deputy Development Director with administration related to the annual telephone campaign.
- Responding to alumni queries in person, by telephone, letter and e-mail;
- Maintaining and updating information on the Raiser’s Edge (RE) database;
- Liaising with internal departments and external contacts, also suppliers of services and products used by the department.
- Undertaking any other activities which may be reasonably requested by the Deputy Development Director or the Development Director.

PLEASE NOTE: the above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.

Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:
1. Good general educational qualifications with an excellent command of written and spoken English.
2. Good IT skills, especially in the use of Microsoft word, Outlook, Excel with experience of using databases and data entry. (Full training on the office database will be provided).
3. Experience of working in an administrative capacity in a busy office would be ideal.
4. Experience of working in a customer-focused environment

Personal skills and abilities:
1. Good organisational and administrative skills
2. Strong interpersonal skills and an ability to deal with individuals from all walks of life in a flexible and enthusiastic manner.
3. Attention to detail and ability to work to deadlines.
4. A flexible and positive attitude and the ability to work well as part of a team
5. Willingness to ‘muck in’ as sometimes required in a small team

Salary and Conditions

- The post is offered at a salary of £20,000 - £21,500 per annum dependent on qualifications and experience, with 25 days annual leave (excluding Bank Holidays). Whilst we would normally look to appoint at the lower end of the salary scale, an exception may be made for a candidate with the right experience.

- The post is full time, 36.25 hours per week.

- A free lunch is available when on duty (non-contractual).

- 25 days annual leave (excluding Bank Holidays)

- The post holder may very occasionally be required to work during events outside of office hours (advance notice will be given). Overtime will not be paid but time off in lieu will be given.

- There will be a 6 month probationary period.

- The notice period for this post is one month.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

CDL June 2018