Development Officer (Gift Administration)

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. 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.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College. Like the College, the Alumni & Development Office is known for its warm, friendly and welcoming approach to all members of the wider Magdalene community. The office, recently expanded and staffed by a team of eight, is heavily involved in the College’s most ambitious fundraising endeavour to date, Future Foundations – the Campaign for Magdalene but its responsibilities cover all aspects of alumni relations and communications including the organisation of alumni events as well as liaison with individual Members over the widest variety of matters.

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 part-time Development Officer (Gift Administration) to take charge of all aspects of gift administration in the College’s busy Alumni & Development Office as well as managing the financial reporting and reconciliations. The post holder, a very well organised, pro-active individual with good people skills who has excellent attention to detail will also be required to support the alumni events programme on occasion as requested by the Director of Development/Deputy Director of Development.

Responsible to: Deputy Director of Development
Main Duties and Responsibilities

- Managing the Gift administration arising from all donations including data entry, liaison with financial service providers and producing all gift correspondence working closely with the Development Administrator.
- Monitoring, analysing and reporting such donations, including liaising with the College’s Bursary and Accounts Offices.
- Analysing and reporting gift data on a regular basis for the College Development Committee, as well as for College Publications as requested by the Development Director and Deputy Development Director.
- Administering all aspects of Gift Aid to HMRC standard, in collaboration with the College Office.
- Overseeing and maintaining all the gift data of The Magdalene College Foundation [MCF] (our American based 501(c)3 tax efficient vehicle for donations from American taxpayers) and liaising with the Chairman of the Board of Directors as required. Assisting the Board of the MCF in producing the annual tax return for the IRS.
- Managing the monthly ‘Anniversary Thank You’ letters’ scheme.

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. Educated, preferably to degree standard, but at least to A Level standard with an excellent understanding of English and Maths
2. Excellent IT skills, with experience of the Microsoft Office package, Outlook, database management and financial administration.
3. Experience of working within a professional office environment
4. An understanding of alumni relations and fundraising
5. An understanding of the Collegiate University

Personal skills and abilities:

1. Excellent data analysis, knowledge of financial reporting, spreadsheets and exceptional presentation skills
2. Excellent attention to detail and good organisational skills
3. Ability to use own initiative and work under pressure, but also comfortable working closely with colleagues
4. Strong interpersonal skills and an ability to deal with individuals from all walks of life in a flexible and enthusiastic manner
5. Willingness to ‘muck in’ as sometimes required in a small team

Salary and Conditions

- The post is offered at a salary of £23,000 – £26,000 per annum (which equates to £13,800 - £15,600 for the part time hours) dependent on qualifications and experience, with 25 days annual leave (pro rata and 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 part time, 21.75 hours per week.

- The post is for a fixed term period (covering maternity leave) starting in January 2019 and for a period likely to be 13 months.

- 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 three month probationary period.

- The notice period for this post is one month.

- The post-holder will be eligible to join the College’s contributory pension scheme after the probationary period has been completed.