Magdalene College
CAMBRIDGE
DATABASE OFFICER

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. 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, 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 on a wide 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 Database Officer to comprehensively manage, maintain and safeguard the Alumni & Development Office database, The Raiser’s Edge, in support of the Office’s alumni relations and fundraising activities. 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 create regular reports, provide ad hoc training ensuring the team is utilising the database to the full and occasionally perform additional administrative duties as requested by the Development Director/ Deputy Development Director.

Responsible to: Deputy Development Director
Main Duties and Responsibilities

Database

- Maintaining all aspects of the College’s Development database [The Raiser’s Edge] including regular updating of Members’ data and importing new data as required.
- Analysing and reporting data and creating reports on a regular basis for the College Development Committee, as well as College Publications as requested by the Development Director and Deputy Development Director.
- Preparing information such as lists of ‘lost members’, recent deaths, Members’ news and mailing data required for College publications working closely with the Communications Officer.
- Preparing the data in support of the annual Telephone Campaign working closely with the Deputy Development Director.
- Working in tandem with the Development Officer (Gift Administration) monitoring and analysing all financial data.
- Committed to protecting our Members’ data and being responsible for enabling the College to comply with data protection law, applicable to this role. Keeping informed on regulations relating to GDPR and guidance issued by the ICO as well as PECR legislation.
- Providing assistance and training to other members of the Office when needed.
- Producing detailed profiles for fundraising support as well as events briefings for the Master and other Fellows as required.
- Assisting with general administrative matters when required

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 database management and familiarity with online research tools.
3. Extensive experience of relational databases (knowledge of the Raisers Edge database is preferable)
4. An understanding of alumni relations and fundraising is highly desirable
5. An understanding of the Collegiate University of Cambridge would be an advantage

Personal skills and abilities:
1. Excellent data analysis 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 a team player 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 £24,000 to £26,000 per annum pro rata, dependent on qualifications and experience. 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, 25 hours per week. We envisage five working days but this could be negotiated.

- 25 days annual leave (excluding Bank Holidays) pro rata.

- 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 six month probationary period.

- The notice period for this post is eight weeks.

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

- A free lunch is available when on duty and working at least four hours (non-contractual).

- Other benefits include: cycle to work scheme, Medicaid scheme, the use of a gym and sports facilities including College punts in summer.

CDL February 2019