Magdalene College
CAMBRIDGE

DEVELOPMENT OFFICER (DATABASE & REGULAR GIVING)

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 friendly 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 Development Officer (Database & Regular Giving) to comprehensively manage, maintain and safeguard the Alumni & Development Office database, Raiser’s Edge. The post holder, a very well organised, pro-active individual with good people skills who has excellent attention to detail will work closely with the Deputy Development Director in support of the Regular Giving Campaign utilising ‘Vanilla Soft’ (training will be provided). They will have responsibility for creating queries and reports; providing ad hoc training ensuring colleagues are utilising the database to the full as well as occasionally performing other administrative duties in support of the team’s alumni relations and fundraising activities of the office as requested by the Development Director/ Deputy Development Director.

Responsible to: Deputy Director of Development
Main Duties and Responsibilities

Database

- Maintaining all aspects of the College’s Development database [The Raiser’s Edge], importing new data as required and working with colleagues to ensure regular updating of Members’ data.

- Analysing and reporting data, creating reports on a regular basis for various College Committees as well as Alumni volunteers as requested by the Development Director and the Deputy Development Director.

- Committed to safeguarding our Members’ data, keeping informed on regulations relating to GDPR and guidance issued by the ICO as well as PECR legislation.

- 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 and the editors of said publications.

Regular Giving Programme (RGP)

- Preparing data in support of various aspects of RGP working with Vanilla Soft including but not limited to Telephone Campaigns, the annual Giving Day, the Thanksgiving Campaign as well as defined annual asks throughout the year working closely with the Deputy Development Director.

- Working in tandem with the Development Officer (Gift Administration & Stewardship) monitoring and analysing all financial data.

- Undertaking some prospect research including prospect classification and producing affinity and capacity ratings.

- Producing detailed prospect 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:
**Essential or highly desirable**

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 Vanilla Soft or comparable software.
5. An understanding of alumni relations and fundraising
6. An understanding of the Collegiate University of Cambridge

**Personal skills and abilities:**

1. Excellent data analysis and outstanding attention to detail
2. Good time management and 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. Good presentation skills are desirable
6. Willingness to ‘muck in’ as sometimes required in a small team

**Salary and Conditions**

- The post is offered at a salary of £27,000 - £30,500 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). Other benefits include a generous contributory pension scheme, cycle to work scheme and the use of sports facilities.

- The post holder will 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 two months.

- 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 May 2021