Magdalene College
CAMBRIDGE

MATERNITY COVER

Development Officer (Gift Administration & Stewardship)

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 500 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 currently consists of a team of six, 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 are undergoing a period of expansion in preparation for the launch of the College’s most ambitious fundraising Campaign to date.

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 & Stewardship) 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 very occasionally support colleagues with the alumni events programme as requested by the Director of Development/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 working with the Alumni and Development Administrator to produce all gift correspondence.
- 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.
- 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.
- Managing the 1542 Society membership working closely with the Deputy 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. 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 – £26,232 (pro rata) 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 part time, 20 hours per week.

- The post is fixed term for 1 year for the purposes of maternity cover

- 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 College offers excellent benefits to employees, including:
  - Contributory pension scheme
  - Free luncheon (including hot meal option) in College when working
  - 33 days holiday (inclusive of Bank holidays), pro rata for part time employees
  - Cycle to work scheme
  - Free use of sports facilities, the college gym and college owned punts
  - Annual staffing outing and regular social events
  - A wonderful physical setting in which to work.
  - Staff are also eligible for discounts on many local services and University facilities as University Card holders

CDL November 2021