Magdalene College
CAMBRIDGE

Alumni and 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 are in the final stages of an ambitious and successful fundraising endeavour, “Future Foundations – The Campaign for Magdalene” and looking ahead to fresh challenges. It is a great time to join the team!

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 an Alumni & Development Administrator to provide comprehensive administrative support to the Development Director and look after some graduation ceremonies working with the College’s Praelector. Responsibilities include some aspects of gift administration, looking after the internal Bursary Scheme, diary management and organising travel arrangements. This is an interesting and varied position working closely with the Development Director and a number of colleagues. The post holder will be a very
well organised, pro-active individual with excellent communications skills who has excellent attention to detail.

Responsible to: Director of Development

Main Duties and Responsibilities

Administrative Support

- Dealing with the gift correspondence working closely with the Development Officer (Gift Administration & Stewardship).

- Managing all aspects of the bursary reporting scheme working closely with the Development Director, liaising with bursary recipients, the Academic Office and donors, ensuring regular reporting structures are kept in place.

- Managing all aspects of the Office Expenses file including ensuring that colleagues correctly code invoices and expenses, and arranging for these to be sent to the College Office. Updating the master copy of the expenses list.

- Occasionally organising small dinners and other events; including invitations, logistics, menus and diets, venues and access, working closely with the Alumni Relations Officer.

- Liaising with internal departments and external contacts, also suppliers of services and products used by the department on behalf of the Development Director.

- Maintaining and updating information on the Raiser’s Edge (RE) database.

- Providing administrative support to the Development Director, including preparing letters, filing, photocopying; answering queries, telephone calls and emails on her behalf, making travel arrangements and maintaining her diary.

- Other duties as required by the Development Director or Deputy Development Director.

Administrative Duties working with the Praelector

Responsible for the efficient administration of degree ceremonies throughout the year (other than General Admission), including ensuring the information is updated on the College’s website working with the Communications Officer, booking rooms and arranging catering, 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. [It should be noted that ceremonies do not allow for guests at present and the usual routines have had to be changed to fall in line with Covid regulations.]
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:

Experience and skills:
1. Experienced Administrator.
2. Experience of organising dinners or events.
3. Well organised with strong attention to detail and a high degree of accuracy.
4. Strong interpersonal skills, in particular the ability to be patient, tactful, diplomatic and professional.
5. Excellent communication skills, including good spelling and grammar, with a written style suitable for high quality/sensitive correspondence.
6. Discretion in dealing with the Development Director’s matters.
7. Proficient in CamSIS and Moodle would be ideal.
8. Excellent team player.

Qualifications and abilities:
1. Educated to A level standard or equivalent 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 given)
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 £25,080 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 can be made for a candidate with the right experience.
- The post is full time, 36.25 hours per week.
- 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.

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), 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