Development Officer
Candidate Information Pack

July 2022
About Us

Magdalene College is one of the ancient 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 we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College employs just over 100 members of staff across various departments including Alumni and Development, Academic Office, Finance, Catering, Maintenance, Gardens, Libraries, Porters, Housekeeping and IT.

Further information is available from the College’s website http://www.magd.cam.ac.uk/

Department Information

The Alumni and Development Office currently 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 have just completed the College’s most ambitious fundraising endeavour, “The Future Foundations Campaign for Magdalene” having successfully exceeded our target and are 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

Team Chart - Alumni Relations and Development Office
Role Summary

We are seeking to appoint a confident Development Officer with strong interpersonal skills able to build effective and long-term relationships with potential future major donors. We would expect a track record in annual fundraising and an ambition to develop skills in face-to-face fundraising to advance a career in Development in the Higher Education sector. The Development Officer will have responsibility for the Leadership segment of the Annual Fund working closely with the Deputy Development Director who is responsible for the Regular Giving Programme. The post will be responsible for expanding the leadership cohort with the long term aim of developing a pipeline for major donors. There will be opportunities to accompany senior colleagues on face-to-face visits with prospective donors. The post involves the chance to further develop the annual giving strategy and to work with VanillaSoft, software which allows the regular giving team to shape its approach in house without the use of consultants.

The post holder will report to the Deputy Development Director and work closely with the Development Officer (Database & Regular Giving). The Development Office is highly regarded within College having just closed a major fundraising campaign way above target. The team of eight is a professional, friendly team which produces excellent results. This is an excellent opportunity for a dynamic, enthusiastic, and creative colleague wishing to advance their career in Development.

Responsible to: Deputy Development Director
Job Description

Main Duties and Responsibilities

Annual Giving

• To further develop the College's successful regular giving programme, with the objective to grow annual giving each year, ensuring that every Member is solicited once a year.

• Devise the blueprint for next year's annual calling programme, to be run in-house utilising the flexibility offered by Vanilla Soft.

• Develop and manage a strategy to build on current annual giving by Members living overseas with particular focus on the USA working closely with the Chairman of the Magdalene College Foundation, our 501(c)(3). Managing the administration of the Magdalene College Foundation during the maternity leave of the Development Officer (Gift Administration and Stewardship) and later working closely with her to streamline the existing systems.

• Supporting the Deputy Development Director with the biennial programme of Giving Days in consultation with relevant members of the team.

• Research and identify innovative ways of reaching potential donors via social media, IT and events. With the help of the Deputy Development Director to integrate these strategies into the annual fundraising plan.

• Working with senior colleagues to conduct some face-to-face meetings with mid to high level Annual Fund donors to elevate their giving and identify legacy prospects.

• Analyse and monitor giving activity on a monthly basis working closely to help identify giving patterns and trends for strategic purposes.

Prospective Donor Identification and Solicitation

• Developing a cultivation strategy for engaging Annual Fund Donors whose current contributions indicate the capacity to move into the £10k plus range.

• Maintaining knowledge of the current strategic funding priorities for the College and being able to articulate the Case for Support to donors.

• Representing Magdalene College to Members, Supporters and Friends of the College, engaging where appropriate with Resident Members, Fellows and College staff to better understand and represent College life.

Income Generation and Reporting

• Working with the Deputy Development Director to build a prospect pipeline arising from the Regular Giving Programme.

• Maximise donor retention through regular reviews of lapsed, cancelled or failed donations and prompting of gift renewals.

Stewardship

• In conjunction with the Deputy Development Director work on an integrated stewardship programme incorporating events and the production of regular reports for donors and members of the Buckingham Society.

• Working closely with the Alumni and Development Administrator to produce timely and informative reports for donors of specific bursaries.
• Stewarding donor relationships in a strategic and creative manner in order to keep donors fully informed about the impact of their gifts and to further develop long-term personal relationships between the donor and Magdalene College.

• Working with the Development Director, Deputy Development Director, and Senior Alumni Relations Officer to plan recognition schemes planned at hitherto-unrecognised donation levels (namely £25,000 and £50,000) to reward past giving and encourage further interaction with College.

• Participating in and attending events for Magdalene as 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 to degree standard, with significant, relevant experience.
2. Evidence of performance gained within a results-orientated environment such as fundraising, sales or marketing (gained in full time, part time or voluntary roles).
3. Experience of annual fund fundraising as well as developing plans to enhance the regular giving programme.
4. Outstanding verbal and written communications skills and the ability to deal with people from all walks of life.
5. An understanding of the Collegiate University and of the importance of the diversification of its funding base.
6. The ability to represent Magdalene College with confidence and authority.

**Personal Skills and Abilities**

• Knowledge of the UK Higher Education Sector and a strong belief in the importance of educational opportunities, with an understanding of current issues.

• Familiarity with relational databases (experience with the Raisers Edge database is preferable).

• Ability to use own initiative and work under pressure, but also a team player comfortable with working closely with colleagues.

• Strong interpersonal skills and an ability to deal easily with a number of stakeholders within the College in a flexible and enthusiastic manner.

• Ability to build rapport with individuals and build relationships with Members and Friends of the College.

• Ability to deal with people with a high degree of sensitivity, tact and diplomacy.

• Willingness to ‘muck in’ as sometimes required in a small team.
Remuneration and Benefits

Remuneration
The post is offered at a salary of £29,000 - £32,000 per annum 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.

Hours of Work
The hours of work are 36.25 hours per week. The post holder will be required to work occasional weekends and out of hours. Overtime will not be paid but time off in lieu will be given.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contributionary options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week.

Family Friendly Policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
There will be a six month probationary period. Upon successful completion of the probationary period, the notice period will be two months.
How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries
Further enquiries about your application may be made by email to

Closing Date
9am Monday 15 August 2022

Interviews
Friday 19 August 2022