Executive Assistant to the Development Director

Candidate Information Pack

May 2021
The Alumni & Development Office

The Alumni & Development Office at Queens’ College is responsible for fundraising and alumni and supporter engagement.

The office is situated centrally in College, with scenic views of the river Cam, the famous Mathematical Bridge and buildings dating as far back as 1448.

Our department is responsible for raising regular and major philanthropic gifts both from alumni and non-alumni, as well as fostering lifelong relationships between the College, its alumni and supporters, ensuring that the global community of more than 13,000 alumni is informed about new developments in College and actively engaged with its aims.

We work collaboratively with Cambridge in America (CAm) and the Cambridge University Development & Alumni Relations Office (CUDAR) in order to maximise philanthropic opportunities for Queens’.

Ongoing support and training for development professionals is often provided by the Cambridge Colleges Development Group (CCDG).

Our Mission

Our mission is to increase alumni engagement and to support the College in delivering its strategic aims by ensuring that the financial resources required to realise these are made available through philanthropy and increased donor participation.

Our fundraising aims to support student bursaries, Fellowships, the general costs of delivering first class education in a historic setting, and to increase our endowment, upon which we largely depend.

About us

Queens’ has one of the most successful development programmes in Collegiate Cambridge and it is therefore expanding its Alumni & Development Office team. The Alumni & Development Office is a dynamic, progressive and stimulating place to work. It is immersed in the life of the College and has regular interactions with other departments, Fellows and students. Our team has a strong work ethic and a keen understanding of the importance of innovative and collaborative working practices.

The department’s success is based on the collective efforts of its staff under the direction of the Head of Department and the Development Director. We encourage different perspectives and invest in our team. We are proud to work for one of the most well-known, diverse and widely respected colleges in Cambridge. Our team plays a particularly important part in upholding the College’s good reputation in all our interactions with its members.
Role Summary

The primary responsibility of this role is to provide efficient secretarial and administrative support to the Development Director and, when he is absent, provide administrative support to the Head of Department and other team members where necessary. The role holder will report to the Development Director, who is a Senior College Officer and Official Fellow. He travels extensively on behalf of the College (in normal times) and works closely with the President.

This is an exciting role within a dynamic office and requires extensive relevant secretarial and administrative experience, excellent inter-personal and communication skills, as well as meticulous attention to detail.

Multi-tasking, teamwork, tact, excellent IT and proof-reading skills, as well as having a positive attitude particularly in periods of high pressure are also vital.

Team Chart

Alumni & Development Office, Queens’ College
Job Description

Key duties and responsibilities:

- Book and manage meetings for the Director with high level prospects and donors. Many such meetings are conducted on trips abroad as well as in the UK and in College. In addition to in-person meetings, some may be held online.
- Manage the Development Director’s diary.
- Manage UK and foreign trips, including transport arrangements and accommodation for the Development Director.
- Manage the Development Director’s contact and communications with Fellows, staff, students, alumni, donors and external visitors, including dealing with any enquiries from them.
- Manage the Development Director’s prospects programme on the Raiser’s Edge NXT database.
- Assist with data entry onto Raiser’s Edge database and collate prospect research.
- Draft pre-meeting briefing notes for the Development Director when required.
- Carry out executive tasks and small project work connected with fundraising and alumni relations, under the Development Director’s leadership.
- Prepare Governing Body, Bursarial Committee and other meeting papers for the Development Director.
- Produce all the Development Director’s stewardship correspondence e.g. gift thank you letters and fundraising approaches etc.
- Collate and manage the Development Director’s credit card expenses/receipts in liaison with the Development Administrator.
- Liaise with the President’s and Bursars’ secretaries.
- Liaise with other departments across College and the University, as required.
- Provide administrative support to the Head of Department when the Director is away.
- Make website changes when needed.
- Prepare mailing data as required.
- To assist with any events, projects and/or campaigns undertaken by the Development Office.
- To undertake any other duties and responsibilities appropriate with the post as directed by the Development Director and Head of Department including helping other members of the team during busy times.
Person Specification

Qualifications, Skills and Experience

Essential:

- Well educated, preferably to degree level, or equivalent
- Extensive relevant secretarial and administrative experience
- Excellent inter-personal and communication skills, with the ability to liaise effectively with people at all levels, ages and of varying backgrounds
- Meticulous attention to detail and accuracy
- Able to act independently and decisively when situations demand
- Excellent IT skills, including (preferably) some knowledge and experience of databases and intranets
- A self-motivated person with a positive attitude, particularly during periods of high pressure
- The ability to anticipate the needs for both the Development Director and the department
- Ability to format and proof read documents to a high standard (to include spelling and grammar)
- Able to demonstrate all round flexibility and be prepared to work outside of normal hours when necessary

Desirable:

- Experience of working in a collegiate and/or charitable organisation
- Raiser’s Edge NXT database experience
- Knowledge of GDPR
Remuneration and Benefits

Hours of work:
Basic hours are 36.5 per week, Monday to Friday (actual hours to be agreed). There will be a requirement to work additional hours for attendance at events, evenings and weekends (this may include travel within the UK), for which time off in lieu [TOIL] will be granted.

Salary:
£24,093 to £29,704 per annum depending on skills and experience

Pension:
Membership of the College contributory, final salary pension scheme after a qualifying period.

Holiday:
26 days per annum plus public holidays

Other Benefits Currently Offered:
One free meal per day is offered during working hours (when College kitchens are open)
Free annual health checks
Free access to Physiotherapist
Subsidised sports and social events
Various sporting facilities
Access to University Card which offers subsidised travel on U bus between Madingley Road Park and Ride and College
Discounted membership of dental care and medical insurance schemes available
After qualifying periods, length of service award and additional holiday entitlement