Development Associate

Candidate Information Pack

November 2023
The Alumni & Development Office

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

The Development Office is one of Cambridge’s most successful college offices and was the top college for philanthropic income for the last two financial years. The recent Queens’ Giving Day surpassed all known records in Oxbridge.

Philanthropy at Queens’ helps to support undergraduates and graduates in financial need, to support world-class teaching and research and provide funding that allows the College to invest in its buildings and fabric.

About Queens’

Queens’ College is one of Cambridge’s oldest yet progressive academic communities. Academic excellence and research are top priorities, with a key commitment to widening access to higher education.

The College consists of around 1,200 people including Fellows, research associates, staff, undergraduates and postgraduates. In common with all the other 31 colleges of the University of Cambridge, Queens’ is an independent, self-governing institution.

Queens’ dates from 1448 and thus is celebrating its 575th anniversary in 2023. The late Queen was the Patroness of the College.
Role Summary

The Development Office is looking for a Development Associate to join their team. In this role, the successful candidate will primarily support the Development Director in facilitating his work and that of other team members. This includes administrative tasks as well as work on specific projects focused on fundraising, research, campaigns, visits abroad, special events, stewardship and alumni relations.

In this role there is the opportunity and scope to learn about all aspects of the development operation in the heart of the College that works closely with the President of Queens’.

The post-holder will be able to gain experience and understanding of working in a professional and highly driven educational environment, helping to support growth of the College’s income through the philanthropic sources. Appropriate training to develop an experience of working in a higher-education or not-for-profit setting will be provided as well as and networking opportunities (for example through the University of Cambridge’s Development Group and other industry bodies, such as Council for Advancement and Support of Education).
Person Specification

Qualifications, Skills & Experience

Essential:

- Excellent interpersonal and communication skills, with the ability to liaise effectively with people at all levels and of varying backgrounds.
- Excellent IT skills.
- Able to demonstrate all round flexibility and be prepared to work outside of normal hours when necessary.
- Meticulous attention to detail and accuracy.
- A self-motivated person with a positive attitude particularly during periods of high pressure.
- Ability to support and help deliver a variety of projects and events.
- Willingness to learn new skills and undertake relevant training.
- Able to act independently and decisively when situations demand.
- Well-educated, preferably to degree level, or with equivalent experience.

Desirable:

- Knowledge of the UK Higher Education Sector, the Collegiate University or the charitable sector.
- Previous experience of successfully assisting fundraising, development or alumni relations with the promotion of fundraising events amongst prospects and donors.
- Raiser’s Edge database experience.
- Knowledge of GDPR.
Remuneration and Benefits

Hours of work:
Basic hours are 36.5 per week, Monday to Friday. There is 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:
£26,401-£30,150 per annum depending on skills & experience.

Benefits
The College offers a range of highly competitive benefits, including a membership to a final salary pension scheme and 34 days of annual leave (inclusive of public holidays).

Investing in our staff:
Queens’ is supportive of continuous professional development and suitable opportunity for training and development will be provided.