Job Description

Title: Deputy Development Director
Reporting to: Development Director
Head of Department: Development Director
College Officer: Development Director

Overall Purpose of Job
The main purpose of the job will be managing the Alumni & Development department’s day-to-day operations to deliver its strategic objectives successfully. Operations include line management of staff, the extensive stewardship programme, fundraising, communications, events, and alumni relations. The role will also include an important fundraising element, working directly with a group of high-level donors to elicit support for the College.

Working closely with the Development Director and the President, the post-holder will help implement the College’s development strategy, enhancing relations with College members and other potential donors/supporters, whilst maximising the overall fundraising effort at Queens’.

Main Duties and Responsibilities include:

Operations Management
- Line-manage all Alumni & Development staff, including taking responsibility for recruitment, staff inductions, staff development, one-to-one meetings, training and performance reviews.
- Promote positive working relationships by holding weekly and monthly team meetings.
- Oversee the research and database administration, ensuring accurate and efficient recording of information, and delivery of a suitable stewardship programme.
- Oversee the Office’s communications, including its publications and social media presence.
- Ensure that the Department’s fundraising and gift processing practices are compliant with financial regulations.
- Work closely with the Bursary and College auditors when required.
- Assist with Departmental strategic planning and implementation.
- Represent the Office in management meetings.

Fundraising
- Work closely with the Development Director, Alumni & Development staff, alumni, friends, Fellows and students of the College to conduct effective major gift fundraising.
- Conduct face-to-face fundraising for major gifts (six and seven-figure donations), including travel to meet prospects in the UK but possibly in Europe, Asia & the USA.
- Manage and conduct fundraising campaigns of varying kinds, including writing cases for support and drafting papers for senior College committees when required.
- Advise prospects and donors on tax efficient giving and Gift Aid.
- Host and speak at College events involving prospects, donors, students and parents.
- Deputise for the Development Director when required.

Miscellaneous
- The post-holder will be required to uphold expected Data Protection standards and confidentiality in the handling of donor and alumni information and ensuring, along with other team members, that donor and alumni information is punctually and accurately recorded on the database.
• To undertake any other duties and responsibilities:
  o appropriate to the post and as directed by the Development Director or the President.
  o to support colleagues in the Alumni & Development Department as required and to support the overall work of the College.

Training and Development:
As part of the process of achieving the Department’s objectives, we are committed to train and develop our staff. You will be provided with all the relevant statutory training required for you to carry out your role safely. Any further training requirements which will aid your personal development will be discussed with you at an appropriate time.

Person Specification

Essential:
• Experience in the effective line management of a team of staff.
• Experience of implementing strategy within a fundraising setting and engaging in strategic thinking.
• Experience of working in a fundraising role with a focus on direct, face-to-face communication and the proven ability to secure major gifts.
• Proven ability to promote interest in the goals of the College amongst prospects and donors.
• Outstanding interpersonal, verbal and written communication skills, with the ability to liaise effectively with people at all levels and of varying backgrounds.
• Ability to successfully deliver a variety of projects and events.
• Meticulous attention to detail and accuracy.
• Ability to act independently and decisively when situations demand.
• Excellent IT skills.
• Experience of using fundraising databases.
• A self-motivated person with a positive attitude, particularly during periods of high pressure.
• Ability to demonstrate all-around flexibility and be prepared to travel and work outside of normal hours when necessary.
• Knowledge of GDPR.
• Well-educated, preferably to degree level (or equivalent) or equivalent experience.

Desirable:
• Experience of working in a collegiate environment and/or charitable environment.
• Knowledge of the UK Higher Education Sector and/or the Collegiate University.
• Experience of using Raiser’s Edge database.

Remuneration and Benefits

Hours of work: 36.5 hours per week, Monday to Friday. Requirement to work additional hours for attendance at events, evenings and weekends (this may include travel within the UK and internationally) for which time off in lieu will be granted.

Salary: £60,000 to £65,000 per annum, depending on skills and experience.

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

Holiday: 29 days per annum plus public holidays (37 days in total)