Development Associate - Early Career or Graduate Opportunity

Candidate Information Pack

November 2022
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 will celebrate its 575th anniversary in 2023. Her Majesty the Queen is the Patroness of the College and last visited in 2019.
Role Summary

The Development Office is looking for an early career person or recent graduate to take up the opportunity to learn about all aspects of development, in an operation in the heart of the College that works closely with the President of Queens’. Supporting the Head of Department and Development Director and working on specific projects with them, including alumni relations, national and international events, communications, research, alumni enquiries, campaigns and stewardship. Alumni relations and events work would be the main focus of the role. The role holder will be joining a team where everyone is involved in all aspects of the Development office’s work. The chance to manage some of these aspects will be available if the candidate shows the right aptitude.

The post-holder is expected to gain experience and understanding of working in a professional and driven educational environment, helping to support growth of the College’s income through the philanthropic sources.

The candidate will receive training and networking opportunities, through the University of Cambridge’s Development Group and other industry bodies, such as CASE (Council for Advancement and Support of Education) and others to develop an experience of working in a higher-education or not-for-profit setting.
Person Specification

Qualifications, Skills & Experience

Essential:

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

Desirable:

- Experience of working in a collegiate and/or charitable organisation, preferably within development and alumni relations, would be helpful but is not essential
- Raiser’s Edge database experience would be helpful but suitable training will be provided
- Familiarity with GDPR would be helpful but training will be provided
Remuneration and Benefits

**Hours of work:**
Basic hours are 36.5 per week, Monday to Friday (actual hours to be agreed). Flexible working opportunities are available. 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:**
£26,401-£30,150 per annum depending on skills & 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
- 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

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