



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

## Further Particulars for the post of Development Officer

December 2024





## Letter from the Hiring Manager

Dear Prospective Candidate,

Thank you for your interest in joining St John's. The Development Officer post is a new role in College and is a great opportunity for someone interested in learning more about fundraising and being part of a wider Development Office team.

This is a varied role, with real responsibility. You will be managing our Annual Fund and hugely successful Graduands' giving campaign, as well as supporting the efforts of other fundraising projects. You will organise a variety of events, and be involved in drafting both digital and print communications.

We have reached the halfway mark in our groundbreaking Dobson Free Places scheme, which will secure £25m in a permanent endowment for student support. The work of the Development Officer will enable us to achieve this goal and ensure all Johnians have an opportunity to be involved in the success of the campaign.

I look forward to receiving your application.

Erin Charles  
Deputy Development Director



## About the College

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John's is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet. Read more about St John's on the College's website: [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).



## Background

The Development Office exists to manage relationships with the College's alumni and develop financial support to help the College and its people thrive.

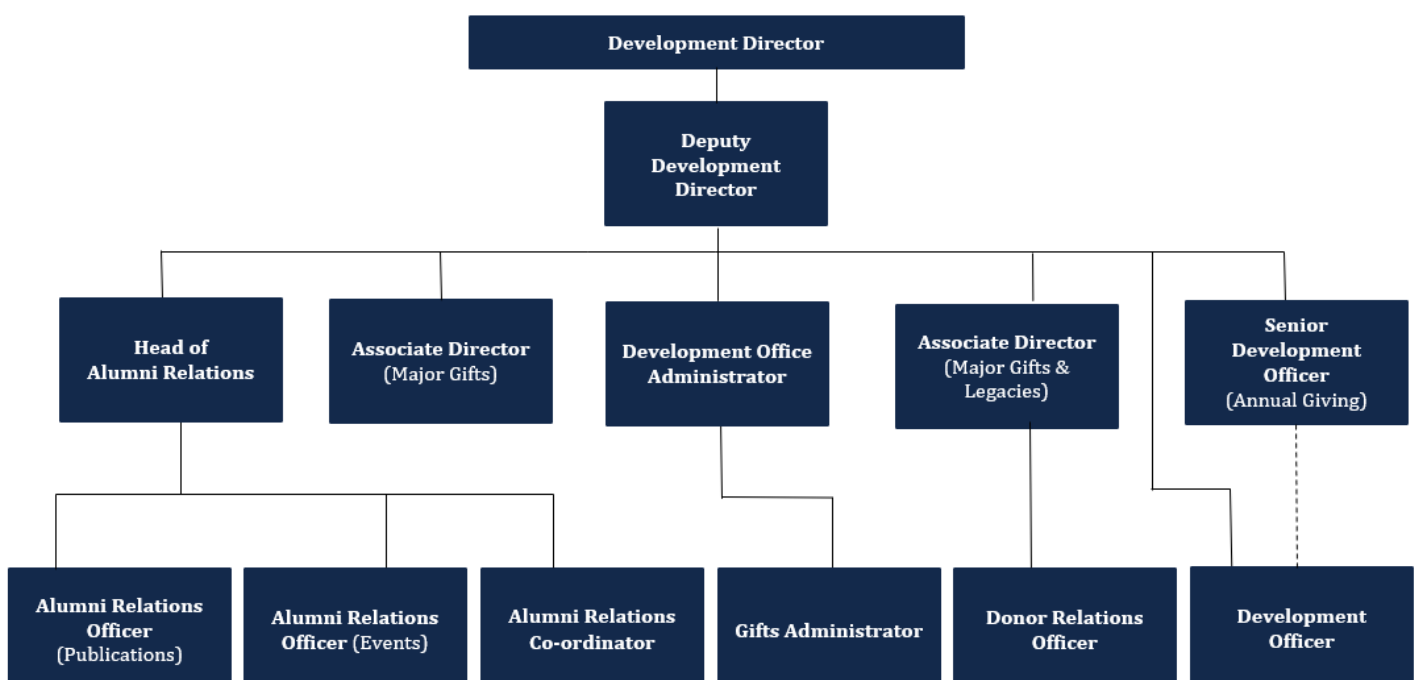
St John's has one of the most successful fundraising functions in any Cambridge College. In 2022, following the success of its pilot studentships scheme, we launched the pioneering 'Dobson Free Places' scheme. This campaign aims to raise funds so that UK undergraduates with household incomes below 60% of the national median will be eligible for a free place at St John's. The scheme will not only significantly increase the generosity of our provision for UK students from low-income backgrounds but will also be the cornerstone in making means-tested student support at St John's self-sustaining, by virtue of an endowed fund.

Alumni relations activity takes various forms, from hosting events in College and around the world, to telling the stories of our alumni in print and online and keeping our members up-to-date with the latest news from the College—check out [johnian.joh.cam.ac.uk](http://johnian.joh.cam.ac.uk).

Our work supports the strategic objectives of the College by building a flourishing global community which enriches the lives of its members and inspires the next generation.

You will receive access to training that will help you develop your career; comprehensive in-house training will get you started on our systems, the inter-Collegiate development network will increase your knowledge of the professional environment and external training will sharpen your skills.

## Development Office Organisational Chart





## Principal Responsibilities

### **Contributing to the College's fundraising goals:**

- Manage the College's Annual Fund, including applications, coordinating with the Master's and President's Office, and reporting on project outcomes.
- Organise and coordinate the annual Graduands' campaign to encourage recent graduates to contribute to the College. This involves liaising with graduates, promoting the initiative, and tracking participation.
- Write and coordinate appeal mailings for both postal and digital campaigns, ensuring that they are timely, targeted, and reflect the strategic objectives of the campaigns.
- Manage and process data for giving appeals, including donor segmentation and mailing list preparation, to ensure that appeals reach the right audience and are as effective as possible.
- Assist the Senior Development Officer with the execution of the regular giving programme, including the annual telethon and biennial Giving Day.
- Working alongside the Senior Development Officer to promote the conversion of single donations to regular gifts to the College.
- Assist with the drafting of fundraising proposals, articles, and reports that highlight the impact of donations on the College's projects and initiatives.
- Utilising the alumni database (Raiser's Edge) to record interactions with alumni and donors, and using Excel to produce detailed analysis of appeals, giving and donation trends.

### **Supporting the organisation of a programme of events:**

- Plan and manage donor cultivation events, including fundraising dinners.
- Assist with the preparation of letters, mailings and emails associated with these events.
- Assist other members of the Development Office during times of peak events activity.
- Attend events as and when required and to represent the College in Cambridge and elsewhere in the UK in a way that effectively promotes St John's aims and enhances its reputation.

### **Supporting the objectives of the Development Office:**

- Providing administrative support to other members of the team as required.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Development Director from time to time.

## Person Specification

Below are the minimum essential requirements for the role and some desirable additional attributes.

	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Good level of education – to degree level or equivalent</li> <li>• Some experience working within a development, events or marketing environment</li> <li>• Good knowledge of IT, including Microsoft Office suite</li> </ul>	<ul style="list-style-type: none"> <li>• Project management experience</li> <li>• Previous experience of working with a database and an event management system an advantage – full training will be given on the Development Office's systems (Raiser's Edge)</li> <li>• Experience of organising and managing events</li> <li>• Experience of analysing information to create recommendations</li> </ul>
<b>Skills, Abilities and Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent administrative and organisational skills with the ability to prioritise workloads and meet tight deadlines</li> <li>• High level of initiative and self-motivation</li> <li>• High degree of attention to detail</li> <li>• The ability to communicate effectively with a highly educated, discerning audience and with senior leaders</li> <li>• Excellent written and oral communication skills with an ability to present information to an audience in a clear, accessible and creative way</li> <li>• Ability to demonstrate a high level of interpersonal skills with a willingness to attend events, network and engage with a variety of people</li> <li>• A strong relationship builder who can foster and sustain positive alumni connections</li> <li>• A collaborative and flexible team player</li> </ul>	

## Terms & Conditions

Post:	Development Officer
Length of post:	Permanent
Hours of work:	36.25 hours per week
Salary:	Between £33,597—£37,449 p.a. (depending on experience) plus benefits
Location:	The role is based St John's College in Cambridge. Agile working is available for this post.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays) pro rata for those not working a 5-day week

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover
- An Agile Working policy whereby eligible staff may be able to work remotely for up to 40% of their working hours.

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

## Recruitment Process

The deadline to apply is **9.00 am on Thursday 23 January 2025**. Interviews are expected to be held the week commencing 27 January 2025.

Please include in your application:

- A fully completed application form
- Covering letter

Applications should be sent by email to: [recruitment@joh.cam.ac.uk](mailto:recruitment@joh.cam.ac.uk), or by post to:  
HR Department, St John's College, Cambridge, CB2 1TP

Any queries or questions about the role can be sent to Erin Charles—  
[e.charles@joh.cam.ac.uk](mailto:e.charles@joh.cam.ac.uk)

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

**Development Office**

**St John's College**

**Cambridge CB2 1TP**

**United Kingdom**

Registered charity number 1137428

