Further particulars for the post of
Donor Relations Officer
Requirement

St John’s College wishes to appoint a Donor Relations Officer on a permanent basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Department Aims: to develop and promote the College’s alumni relations and fundraising strategy.

Principal Responsibilities and Duties

Job title: Donor Relations Officer

Department: Development

Responsible to: Development Manager (Major Gifts & Legacies)

Job Purpose: As a key member of the fundraising team, the post holder will implement and develop an effective donor stewardship strategy, which is central to a successful Development Programme. The post holder’s work will help to sustain and to generate philanthropic income to promote and support the College’s core strategic aims.

Principal Responsibilities

a) In order to help maintain an effective system of stewardship to thank and recognise donors and supporters of the College, the post holder will:

i. Develop and implement a strategy designed to appropriately recognise and acknowledge donors to the Development Programme.

ii. This will include managing a comprehensive suite of events tailored for a range of donors, including the College’s annual Donor Day, Benefactor’s Dinner, and the Festive Tea;

iii. Act as Editor for the annual donor magazine, The Marguerite, which includes commissioning and writing articles, editing, preparing mailing data, and managing external providers.
iv. Develop and maintain an effective system for managing and recording donation impact and providing student reports for donors, co-ordinating with the Senior Tutor’s Department and members of the Finance Department on a regular basis;

v. Co-ordinate and manage the acknowledgement process for all new and milestone regular donors, ensuring they are appropriately thanked and recognised for their new or continued support.

b) Help to promote philanthropic activity for the benefit of College life as directed by the Development Director and Development Manager (Major Gifts & Legacies) the post holder will:

i. Help to co-ordinate and manage ad-hoc fundraising appeals and activities with the potential for building relationships and income for the College. This may include organising small College dinners or bespoke donor reports.

ii. Assist with the cultivation of major donor relationships, identifying potential for future philanthropy and advising donors and fundraising colleagues of appropriate next actions.

c) In order to help promote the Development Office’s communication strategy, the post holder will:

i. Play a key role in the development and delivery of engaging and dynamic content including specific project management responsibility for reporting to donors on the website, by email and by post;

ii. Assist with pre and post event content on the website and by email to help promote the programme of stewardship events;

iii. Proofread for various Development publications and communications

d) In order to support the wider Development Office, the post holder will:

i. Research and provide information to other College departments (for example, for the Master’s Christmas card list);

ii. Keep up-to-date records on student funding recipients;

iii. 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.

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.

**Resources Managed / Facts and Figures:**

The post holder manages the donor events and donor publications budgets, and is responsible for the outsourcing of cost effective and efficient service providers such as designers, proof-readers, mailing and fulfilment houses.

**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

**Qualifications, Knowledge and Experience:**
Essential

- Good level of education – to degree level or equivalent.
- Some experience working within a development, events or marketing environment.
- Good knowledge of IT (Microsoft Office suite).

Desirable

- Project management experience.
- 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 and NetCommunity).
- Experience of creating engaging content.
- Experience of organising and managing events.

Skills, Abilities and Competencies:

Essential

- Excellent administrative and organisational skills with the ability to prioritise workloads and meet tight deadlines.
- High level of initiative and self-motivation.
- High degree of attention to detail.
- The ability to communicate effectively with a highly educated, discerning audience and with senior leaders.
- Excellent written and oral communication skills with an ability to present information to an audience in a clear, accessible and creative way.
- Ability to demonstrate a high level of interpersonal skills with a willingness to attend events, network and engage with a variety of people.
- A strong relationship builder who can foster and sustain positive alumni connections.
- A collaborative and flexible team player.

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £32,305.58 – £36,008.70 p.a. (depending on experience) plus benefits
Hours of work: 36.25 per week
Location: The role is based in Cambridge.

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)

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.

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**

Please include in your application:

• A completed application form;
• A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
• A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Thursday 28 September 2023**. Interviews are expected to take place week commencing 2 October 2023.

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. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.