



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Gifts Administrator

August 2024



Introduction from the Hiring Manager

Thank you for your interest in this role. The Gifts Administrator is a pivotal member of the Development Office, assisting the whole team in meeting the College's objectives in providing an excellent experience for both our alumni and donors.

We are looking for someone who can thrive on responsibility and enjoys providing excellent customer service. You will be happy working with data, be a confident user of Excel, and will ideally have a financial background with experience of financial processes, particularly reconciliation procedures, which form the backbone of this role. Experience working with Raiser's Edge or similar CRM software would be beneficial.

You will enjoy working in a lively, busy, sociable office environment whilst being able to maintain concentration and focus. In return, you'll be working in a role where, by supporting our fundraising ambitions, you have the opportunity to make a real difference to the lives of the young people coming to this College.

We look forward to receiving your application.

Best wishes,

Iain MacLeod-Jones

Development Administrator



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.



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 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.

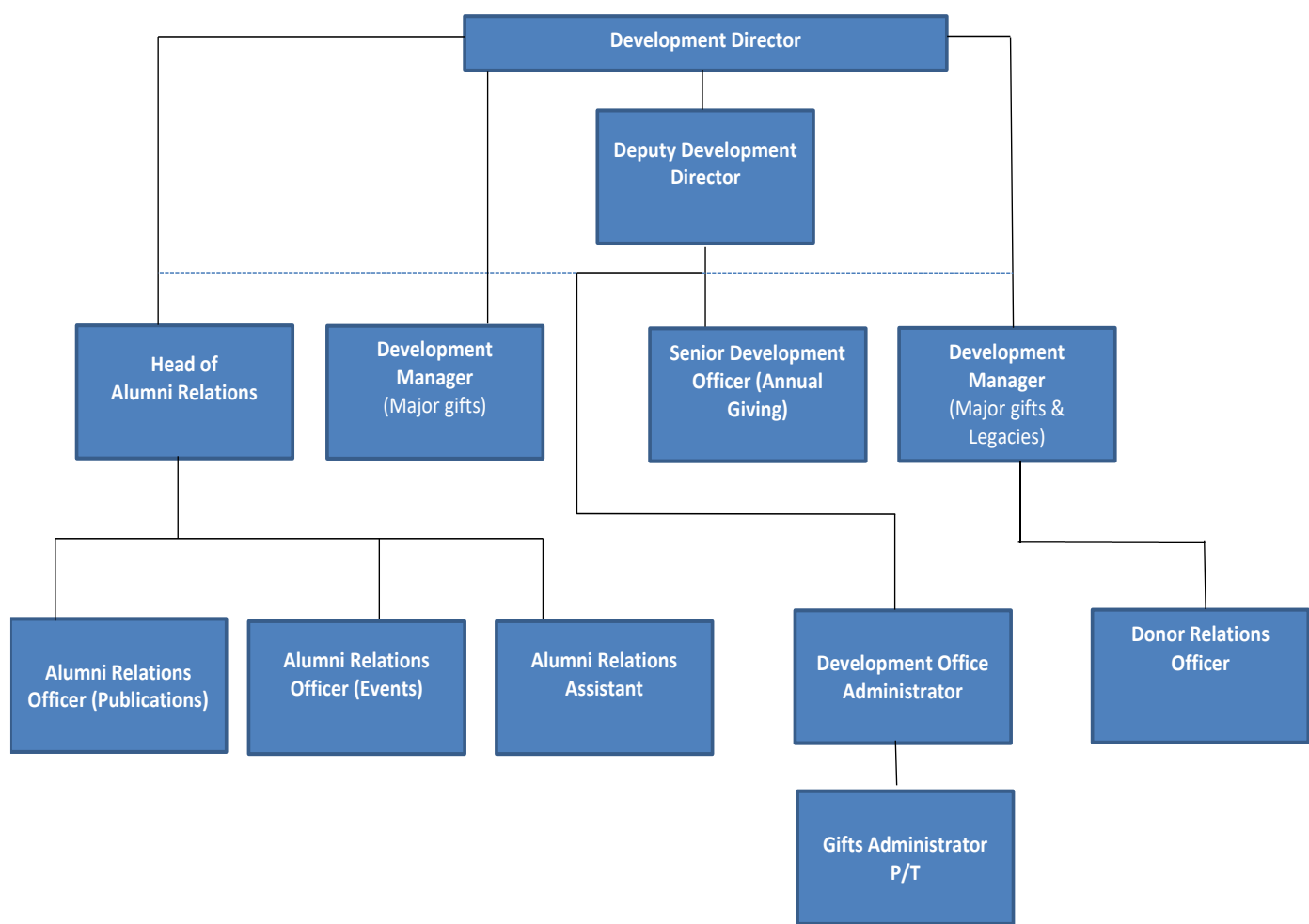
Our work supports the strategic objectives of the College by building a flourishing global community which enriches the lives of its members and inspires the next generation.

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

Development Office Organisation Chart



Principal Responsibilities

Working closely with the Development Office Administrator:

- Enter donations and gift aid in an accurate and timely manner.
- Acknowledge gifts in accordance with the gift protocol.
- Record and monitor regular giving, liaising with third-party collection agents and the College Finance Department as appropriate.
- Process direct debit payments using Access Paysuite software.
- Help monitor and reconcile daily, weekly and monthly bank statements.
- Collect regular credit card payments according to schedule.
- Provide monthly reports for College departments as required.
- Update database records from Congregation Lists.
- Telethon administration in September to include gift processing.
- Process pledge renewals due for five-year expiry.
- Recurring gift and pledge checks.
- Quarterly data checks.
- Giving Day administration to include processing all gifts (biennial).
- Maintain accurate records on Raiser's Edge, assisting with address and other data changes including the weekly amendment sheet.
- Assist with recording and updating of returned mail from Fundraising promotions, seeking new address information where possible.
- Assist with termly student check.
- Assist with the production and checking of donation reports for publications.
- Assist with the June BA Degree Ceremony List.

Other data or administrative work as and when required by the Development Office Administrator.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Development Office Administrator.

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.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • Experience of providing excellent customer service. • Strong IT competence. • Experience of organising and prioritising own workload. • Previous finance experience, likely from a banking, fundraising or accountancy environment. • A competent and experienced user of Excel for finance and data tasks 	<ul style="list-style-type: none"> • Experience of working for a charitable organisation, including an understanding of the rules governing charity finances and of the gift aid regime. • Specific experience of financial reconciliation procedures. • Previous experience of Customer Relationship Management databases (preferably Raiser's Edge NXT). • Familiarity with Microsoft365 products including online versions of Office, Excel and SharePoint, and with cloud-based
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Excellent administrative and organisational skills with a high degree of attention to detail, numeracy and written accuracy. • An aptitude for data work. • The ability to balance a workload of regular and routine tasks with taking initiative and with contributing to the administration of occasional large-scale fundraising events. • Self-motivation, integrity and honesty in a variety of situations. • The ability to speak up and to constructively challenge colleagues when necessary. 	<ul style="list-style-type: none"> • A collaborative and flexible team player with the ability to thrive in an often fast-paced and lively office environment.

Terms & Conditions

Post: Gifts Administrator

Length of post: 15 months FTC

Hours of work: 15 hours per week

Working pattern: minimum 3 days per week (flexible)

Salary: Between £27,042—£28,550 pro rata (depending on experience)

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 28 August 2024**. Interviews are expected to be held on **3 September 2024**.

Please include in your application:

- A fully completed application form

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

Any queries or questions about the role can be sent to:

Erin Charles, Deputy Development Director — 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
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Registered charity number 1137428

