Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Development Officer (Data &amp; Giving)</th>
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<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<td>Reporting to</td>
<td>Director of Institutional Advancement</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<tr>
<td>Probation Period</td>
<td>6 months</td>
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<td>Salary Range</td>
<td>£25,482 - £28,660 DOE (Grade 4–Grade 5; SP33–SP37 on the University’s General Single Spine Salary Scale)</td>
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<td>Hours of Work</td>
<td>37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)</td>
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<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time</td>
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Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

Job Purpose

The Development Office at Hughes Hall has three core functions: Alumni Engagement, Fundraising and Communications. This role falls under the fundraising activity, but will be supporting the other two areas by providing reports on the alumni and supporter database to match the data needs. More specifically, this includes oversight of prospect management, gift processing, report production and data analysis.

The role is to provide support for the strategic development of the College. The post holder will enhance the productivity of our fundraising operations by developing and managing the appropriate information systems, which support our relationships with alumni, prospects and donors. By analysing financial and supporter data they will provide insights to the Director of Institutional
Advancement and make recommendations on for data-driven decision-making. The candidate may assume significant project management responsibilities, developing project schedules to monitor and evaluate fundraising activity, identify and fix process issues, to improve data management and implement new policies.

Moreover, the postholder will lead on gift processing, financial processes and predictive modelling of fundraising outcomes. S/he will coordinate with the Finance office to reconcile and manage donations. S/he will apply a variety of research skills to identify prospective donors and to assess their philanthropic capacity and inclination. S/he will work closely with the Deputy Director and external partners to prepare annual appeals.

**Main Duties**

**Information Management**
- Donor and alumni information management, including information systems, data entry and integrity, compliance issues, internal/external reporting
- create metrics for monitoring & evaluating, predictive modelling and data analysis
- independently project manage data projects
- detailed, and consistent information sharing with internal, inter-Collegiate and external partners, working collaboratively to improve data management
- Establish, coordinate and maintain business efficiency through new processes, and through identifying and reducing system faults, bottlenecks and inefficiencies

**Financial Management**
- Gift processing, accounting, recording and acknowledgement, including tax statements
- Proactive and reactive prospect research and management
- Donor relations, communications and stewardship
- support regular giving by preparing appeals and managing renewals
- data segmentation for multi-channel campaigns
- Run the Annual Development Questionnaire (ADQ)

**Outreach**
- Aid alumni relations by preparing mailing lists and attending events
- Manage online integrated giving forms and event bookings in NetCommunity/OLX
- Support updating the website and ensure smooth online functionality, such as database-online interface issues, updating security certificates and re-designing old web-interfaces

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

**Person specification**

**Knowledge, Skills and Experience**
The successful candidate will be educated to degree level. They will have:

- A high level of IT proficiency, knowledge of Word (including mail merge etc.), Excel (including data table manipulation and database functions), experience of Raiser’s Edge (or equivalent) software
- Excellent organizational skills with an ability to work under pressure whilst maintaining excellent accuracy
- Experience of dealing with Agreements/MoUs/Contracts
Excellent interpersonal skills and the ability to communicate effectively (e.g. phone, email, face to face) with a wide range of individuals and constituencies in a diverse, global, alumni community

Intercultural competence i.e. must be willing to learn and understand how business is done differently in different cultures

**Desirable**

- experience of working in a fundraising environment
- experience of working in Higher Education with alumni constituencies

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with college’s Staff Handbook, Health & Safety Policy and all relevant procedures.

**Screening Check Requirements**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Application Process**

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is **Thursday 16 May at 9am**.

Interviews will be held at Hughes Hall, Cambridge the week commencing 27 May.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact William Conner, Director of Institutional Advancement on development.director@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.