SIDNEY SUSSEX COLLEGE JOB DESCRIPTION

Job title: Database and Gifts Officer – Maternity Cover

Responsible to: Deputy Development Director

Place of work: All Sidney Sussex College owned property/sites in and around Cambridge.

Salary Range: Points 32 - 36 on the University single pay spine, depending on experience.

Hours: Full time post involving 37.5 hours per week. Temporary for the duration of the maternity leave of the post-holder

Probationary period: 6 months.

Holidays: 25 days annual leave plus 8 public holidays pro rata.

Pension scheme: The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

JOB SUMMARY:
The Development and Membership Office (DMO), comprises a team of six including the post of Database and Gifts Officer. This role will offer cover for that position during the maternity leave of the current post-holder and will include supporting the overall objectives of a busy and friendly department.

Reporting to the Deputy Development Director, this post plays an important supporting role in the DMO, taking responsibility for the operation and continued improvement of the database function, for general office and financial administration, and for enhancing the external image of the College with its alumni and donors through professional gift administration and database operation. The DMO uses Blackbaud’s Raiser’s Edge (RE) database and the post-holder will be able to demonstrate familiarity with the use of databases and, ideally, of RE.

KEY RESPONSIBILITIES:
- Accurately recording receipt of all gifts on RE, and working closely with the College’s finance department to ensure that gifts are accurately recorded, outstanding pledges are identified and figures are fully and accurately reconciled for reporting purposes.

- Overseeing the online giving functionality on the College website and RE.

- Maintaining the integrity of the database, including importing and exporting data to/from RE with external organisations, managing and uploading current student and alumni data from the central University database (CamSIS), College publication returns, and web and other updates, as well as sharing alumni data with the University Development Office as required, with the support of the Development Assistant.
• Taking a role in maintaining and, where possible, improving the DMO database, including, in consultation with the other members of the DMO, developing processes for improving data quality, producing procedures for day-to-day use, implementing donor management systems and creating effective reporting frameworks.

• Assisting other departments with RE access and use where necessary.

• Working with the Development Director to ensure that the DMO is fully compliant with all relevant regulations on data handling and that all work with external contractors (e.g. for the provision of data for large-scale mailings) meets internal and external compliance regulations.

• Providing database support for all fundraising activity.

• In collaboration with the Development Officer (Regular Giving), devising and implementing strategies to identify key audiences for the range of activities managed by the DMO, including analysis of existing data.

• In collaboration with the Development Officer (Regular Giving), supporting the Development Director and Deputy Development Director with donor management systems, briefings and prospect research.

• In collaboration with the Communication and Events Officer, supporting the delivery of a successful communications programme, including overseeing regular large-scale mailings.

• In collaboration with the Communication and Events Officer, supporting the delivery of a successful events programme, including uploading event invitations to RE and using the database to produce information on those attending events.

• Attending or providing papers for relevant College and University meetings.

• Presenting a warm, professional approach and building good working relationships with staff in other College departments, the Master, Fellows, students, friends and alumni of Sidney.

• Performing any other work that the Deputy Development Director allocates and that is within the capability of the Database and Gifts Officer.

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.

GENERAL RESPONSIBILITIES:
• To take part in the College’s appraisal scheme and to undertake training as required
• To be responsible for your own health and safety in the workplace
• To fully comply with all the College’s policies including equality of opportunity and data protection
• To undertake any other reasonable request or duties commensurate with your post
BACKGROUND - DEVELOPMENT AT SIDNEY SUSSEX COLLEGE:

Sidney Sussex College is a small, friendly and ‘ancient’ College of the University of Cambridge. It has a successful track record in fundraising, which includes major donations for buildings, endowed Fellowships and bursaries for students. The support of our alumni and friends is vital to maintain the high standards of collegiate education at Sidney and also – through the College’s contributions to the University – in Cambridge.

The College’s development activities are essential to its future. At the heart of this is the DMO, a small team comprising the Development Director, Deputy Development Director, Development Officer (Regular Giving), Communications and Events Officer, Database and Gifts Officer and Development Assistant. The office fundraising for the College, organises a wide range of events and produces publications for alumni.
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<th>PERSON SPECIFICATION:</th>
<th>The successful applicant is likely to:</th>
<th>Desirable:</th>
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<td>Qualifications/ Education</td>
<td>• Be educated to degree level or have other relevant further qualifications or experience.</td>
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<td>Skills, competencies and experience</td>
<td>• IT experience, including Word and Excel, and familiarity with databases.</td>
<td>• Demonstrate experience of working with Raiser’s Edge (appropriate training can be given).</td>
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<td>• Have the ability to communicate clearly and effectively to a wide range of constituents – with good IT skills.</td>
<td>• Experience of working in an alumni relations and/or fundraising office.</td>
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<td>• Demonstrate excellent attention to detail.</td>
<td>• Understanding of the collegiate education system.</td>
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<td>• Have the ability to manage and co-ordinate a wide range of activities and responsibilities as well as being able to work independently and manage competing demands and tight deadlines.</td>
<td>• Empathy with the need to diversify funding for higher education institutions.</td>
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<td>• Have a proven record as a team player and an ability to work collaboratively with a wide range of people.</td>
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<td>Personal attributes</td>
<td>• Have a high degree of professionalism, organisation and personal integrity.</td>
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<td>• Be approachable, enthusiastic and motivated with a ‘can-do’ attitude.</td>
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<td>• Understand the importance of confidentiality.</td>
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<td>• Demonstrate a strong customer focussed approach.</td>
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<td>• Be willing to adopt a flexible and collaborative approach to tasks.</td>
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*Sidney Sussex College is an equal opportunities employer. The College Council reserves the right not to make an appointment.*