



Job Description

Development Coordinator

Job Title:	Development Coordinator
Accountable to:	Head of Development Operations
Liaison with:	Fellows, Students, Staff, Donors, Alumni Body

Overview of the role

The Coordinator plays a vital role, which requires a highly organised individual with a keen attention to detail and an interest in working with a wide range of stakeholders across College (Fellows, staff and students), donors and the alumni body. The role is varied and it is essential that the successful candidate has a proven track record in organising and managing a diverse workloads with competing priorities and deadlines. This is an important role for the Director for Development and the wider Development Team and the successful candidate will be a highly motivated team player with excellent interpersonal and organizational skills. Experience of working in a College environment would be beneficial as well as experience of fundraising and alumni relations activities.

Main Duties and Responsibilities

Diary Management

- When required, manage the Development Director's diary and assist with travel;
- Coordinate with major donors and board members to arrange internal and external development committee meetings (including meetings of the Old Members Trust or OMT); prepare meeting materials, attend and minute proceedings.

Project Work

- Work with the Young Univ Committee on their events and their £250,000 fundraising drive for Univ North. Develop a sustainable strategy for their work and better integrate them into the wider College committee structure;
- Develop a strategy for acquiring consent from leavers; implement a programme for working with new alumni as they move to becoming a member of the College's global graduate community;
- Research and plan the implementation of a possible mentoring or internship programme;
- Develop a plan for a consistent, fair, and resource-efficient approach to internal student, society, and subject dinners;

- Work with the Development Director to design a programme of alumni benefits.

General Administrative Support

- Provide general administrative support for the office;
- Respond to general queries via email, telephone and letter; respond to alumni/student requests to contact other alumni;
- Order and maintain all office supplies and stationery;
- Work closely with colleagues to support mailings and other aspects of College's annual mail and telephone appeals;
- Input changes and additions to alumni database records; investigate alumni marked as 'lost' and process returned mail.

Gift Processing

- Record and process all financial donations - including those made via the central development office, 'Americans Friends of University College' and other entities;
- Working with the Donor Relations Officer, prepare and send all formal acknowledgement letters for donations;
- Respond to various payment and pledge related enquiries.

Financial Responsibilities

- Produce breakdown of payments (regular gifts, cash, CAF etc.) for reconciliation with Treasury receipts;
- Aid with the preparation of an annual review of Development Office income & expenditure;
- Manage the office's petty cash;
- Assist with gift reconciliation, Charity Commission or Gift Aid processes as and when required by the Head of Development Operations.

Additional Responsibilities

- Assist colleagues with general admin in preparation for events, process relevant payments and attend and assist if required;
- Ensure comprehensive record-keeping and reporting of all substantive alumni contact on the database;
- Contribute to a smooth-running development operation that interacts easily with other departments in the College;

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



Person Specification

Qualities and Experience:

Essential

- Good general level of education;
- At least one year's experience with annual fund activity, including gift processing and running telethons;
- Strong experience maintaining and managing information on a database;
- Excellent written and spoken English with an appreciation of different audiences;
- Numerate and confident in handling financial data;
- Possess aptitude for databases and information management;
- Strong IT skills, particularly Microsoft Office (including Word, Excel, PowerPoint);
- Highly organised, impeccable attention to detail in all work undertaken;
- Polite telephone manner and good interpersonal skills;
- Demonstrate professionalism, tact and discretion in handling confidential information;
- Able to work calmly under pressure, to prioritise and manage varied workloads.

Desirable

- Educated to degree level, or equivalent through professional experience or qualifications;
- Experience of working for an educational institution or educational consultancy;
- Knowledge of Raiser's Edge (Blackbaud);
- Understanding of GDPR and its compliance requirements.