Further particulars relating to the post of Regular Giving Officer

The College

Emmanuel College is one of the larger colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the Master, Dame Fiona Reynolds. The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful.

Like the College, the Development Office is known for its warm, friendly and welcoming approach to every member of the Emmanuel community. While set to grow as the College gears up for a major fundraising campaign, the intention is that the intimacy and attention to detail that have always characterised the department’s work remain a hallmark of its approach. Typically, the first point of contact for Members and friends, the Development Office is committed to remaining true to all that makes Emma such a special place.

The Post

Emmanuel has one of the most established regular giving programmes in Cambridge, with annual telephone fundraising and direct mail campaigns delivering income of more than £300k p.a.

As it prepares for a major fundraising campaign, the College is seeking to appoint a Regular Giving Officer. This is a new position in a growing Development team. Reporting to and working closely with the Deputy Development Director, the post-holder’s principal objective is to manage the successful delivery and development of the College’s regular giving programme, using multi-channel approaches to increase the value and number of alumni and friends who give, to build a sustainable annual source of philanthropic income.

The post-holder will also be responsible for developing and managing the effective implementation of a comprehensive donor recognition and stewardship programme that cultivates, grows and retains donor support.

The Rewards

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions (pro rata for part-time posts), in addition to statutory and bank holidays,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- The salary will be in the range £25,341-£30,107 payable monthly.

Other benefits include:
- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- Access to the College Gym and swimming pool,
- Permanent Health and life Insurance cover is taken for staff,
• Full-time position for a total of 36 hours 40 minutes per week, worked in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
• Various discount schemes are available from local traders

Application

Applications should be via completion of the application form together with a hand written covering letter. The closing date for receipt of applications is 5pm on Thursday 9 May 2019. Interviews for this post will be held on 16/17 May 2019.

Applications should be addressed to the Bursar’s Assistant, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential” or via email to hr@emma.cam.ac.uk.