EMMANUEL COLLEGE

JOB DESCRIPTION – Development Assistant

LINE MANAGER – Events & Communications Manager

Background Information

As it prepares for the public launch of a major fundraising campaign, the College is seeking to appoint a Development Assistant working closely with the Events and Communications Manager, the Master’s Personal Assistant and other Development Office staff assisting with communications, administering the annual events programme, dispatch mailings, and assist with general office administration. This position would provide an opportunity to those choosing a career in fundraising and alumni relations, events or communications to gain an insight into the work of a busy development office.

Principal Responsibilities

Using own initiative, to ensure timely completion of work in connection with a variety of duties which include the following:

1. Communications
   • Assist with mailings circulated by the Development Office, including various publications and fundraising letters.
   • Help to generate and schedule engaging communications on social media.
   • In conjunction with the Data Officer, administer membership of the College private Facebook group and LinkedIn account.
   • Assist with updates to the Members and Supporting pages of the college website.
   • Provide general day-to-day assistance to the Events and Communications Manager as required.

2. Events administration
   • Manage bookings for events: record responses using a database and produce reports as required.
   • Assist with event publicity by email and on the College website.
   • Communicate relevant event information to attendees and deal with event-related enquiries via phone and email, ensuring that college members always feel valued.
   • Assist with the production of lists of attendees, table plans and place cards together with other materials needed for events.

3. General
   • Provide general assistance to the Master’s Personal Assistant as required.
   • Administering High Table bookings from members.
   • Answering the telephone, photocopying, printing, opening and distributing the post and providing general assistance within the Development Office as required.
   • Any other duties and responsibilities which are consistent with the post of Development Assistant as may be reasonably requested from time to time.

The observance is required at all times of the College Equal Opportunities, Health & Safety, Social Media and Computer Acceptable Use policies together with the College policy on the application of the General data Protection Regulations. Copies of these policies will be given to the post holder as part of the induction process.
SKILLS REQUIRED

- A good standard of IT skills (including Microsoft PowerPoint, Word, Excel and Outlook)
- Good organisational and time management skills
- Good administrative skills and attention to detail
- An excellent command of the English language, both orally and written
- Good interpersonal and communication skills
- Knowledge of managing, maintaining and reporting from a database would be an advantage. It would be beneficial but not essential to have knowledge of Raiser’s Edge database.

PERSON SPECIFICATION

- The successful candidate will be educated to A-level or an equivalent standard.
- Excellent communication skills both written and orally along with the ability to communicate at all levels.
- Excellent organisational skills and ability to work to tight deadlines along with meticulous attention to detail
- Proficient in the use of Word, Excel, Outlook and PowerPoint
- Tact and discretion in dealing with confidential or sensitive matters
- Ability to work competently both as part of a team and independently whilst using own initiative
- Willingness to be flexible and adaptable when necessary with a positive and proactive approach to work
- Experience of Raiser’s Edge or another CRM database is desirable but not essential
- An understanding of the Collegiate University is beneficial