EMMANUEL COLLEGE

**JOB TITLE** – Development Assistant

**LINE MANAGER** – Events and Communications Manager

**Background Information**

The Development Assistant reports to the Events and Communications Manager. The role assists with communications, administering the annual events programme, mailings, and undertaking general office administration. This position would provide an exciting opportunity for an individual seeking a career in alumni relations, events & communications and an insight into the work of a busy development office in a higher educational environment.

**Principal Responsibilities**

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

**Communications**

- Assist with mailings circulated by the Development Office, including various publications and fundraising letters.
- Help to generate and schedule engagement, manage content and administer membership of groups, on social media platforms.
- Assist with updates to the Development Office pages of the College website.
- Dispatch Survey of Members and complete reports

**Events**

- Manage bookings for events: record responses using a database and produce reports as required.
- Assist with event publicity by email, on social media and on the College website.
- Communicate relevant event information to attendees and hosts 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, for example sourcing merchandise
- Administer High Table bookings from members.
- Occasional attendance at events may be required.

**Office Administration**

- Answering the telephone, photocopying, printing, opening and distributing the post and providing general assistance within the Development Office as required.
- Managing the Development Office email inbox
- There will be an opportunity to help with the research and fundraising functions of the office.
- Any other duties and responsibilities which are consistent with the post of Development Assistant as may be reasonably requested from time to time.
Skills Required

- Excellent organisational and time management skills
- Excellent administrative skills and attention to detail
- An interest in social media strategy and use
- An excellent command of the English language, both orally and written
- Good interpersonal and communication skills
- A good standard of IT skills (including Microsoft Word, Excel and Outlook)
- Knowledge of managing, maintaining and reporting from a database would be an advantage. It would be beneficial but not essential to have knowledge of the 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 and Outlook
- 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 the Raiser’s Edge or another CRM database is desirable but not essential
- An understanding of the Collegiate University System is beneficial.

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.