JOB TITLE  
Development Assistant (Full-time)

LINE MANAGER  
Communications and Events Manager

Job Summary
As it prepares for a major fundraising campaign, the College is seeking to appoint a Development Assistant working closely with the Communications and Events Manager, the Master’s Personal Assistant and other Development Office staff to help with communications, administer the annual events programme, despatch mailings, and assist with printing, photocopying and other general office duties. This position would be ideally suited for someone interested in a career in fundraising and alumni relations.

SKILLS REQUIRED

• A good standard of computing (including Microsoft PowerPoint, Word, Excel and Outlook), experience in the management, maintenance and reporting from a database would be an advantage. It would be beneficial but not essential to have a knowledge of Raiser’s Edge database.

• Well organised with good administrative skills and attention to detail.

• Flexible, positive and pro-active approach to work.

• Ability to work to tight deadlines.

• Ability to work competently both as part of a team and using own initiative.

• A good command of the English language, both orally and written, good interpersonal and communication skills.

MAIN DUTIES:
Using own initiative, to ensure timely completion of work in accordance with financial and other instructions as may from time to time be issued by the College 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 telephone campaign pre-call letters.
• In conjunction with the Data Officer administer membership of the College private Facebook Group and LinkedIn account etc.
• Schedule communications on social media
• Provide general day-to-day assistance to the Communications and Events Manager as required.

2. Events administration
• Administer bookings for events: record responses using a database and production of reports as requested.
• Assist with the publication of events and lists of attendees on the College website.
• 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.
• Photocopying, printing, opening and distributing the post and providing other general assistance to members of staff in 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.

PERSON SPECIFICATION
• The successful candidate will be educated to A-level or an equivalent standard with an excellent command of spoken and written English
• Excellent organisational skills
• Ability to efficiently manage and prioritise a varied workload and has the flexibly to meet deadlines.
• Excellent IT skills including WORD, EXCEL, Outlook and Powerpoint
• Experience of Raiser’s Edge is beneficial but not essential
• An understanding of the Collegiate University is beneficial.
• Tact and discretion in dealing with confidential or sensitive matters.
• Ability to use own initiative, but also a team player comfortable working closely with colleagues.
• Meticulous attention to detail and good organisational skills.
• Willingness to be flexible and adaptable when necessary.