



JOB AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

JOB DESCRIPTION

Job title:	Research and Donor Relations Manager 1.0 fte
Department:	Development Office
Job purpose:	Responsible for prospect research and management, stewardship of donors, gift administration, and executive support for the Director of Development

Specific duties:	<p>Donor Research/Management (40%)</p> <ul style="list-style-type: none">• Develop and manage a system for donor management for Darwin College, using the Amicus database - liaising with colleagues at the University development team as needed• Work closely with other members of the Darwin College development team to support the development/recording of plans for cultivating, stewarding, and soliciting donors• Manage donor research projects, including creating wealth and gift ratings• Generate database reports for use by the Director of Development, key volunteers, and others to give insight into the overall donor pool• Prepare briefings for meetings and events to agreed templates and styles <p>Donor Relations (20%)</p> <ul style="list-style-type: none">• Develop and manage the overall stewardship strategy for donors to Darwin College• Project manage the creation and delivery of an annual donor report - writing copy, editing text and managing suppliers as needed• Project manage events to thank donors to the College• Ensure timely reporting to donors as required - liaising with colleagues across the College as necessary• Create and maintain an overview of all agreed reporting/awarding requirements for awards/prizes/scholarships supported by donors, liaising with colleagues across the College as necessary• Create and maintain a system of pledge reminders to ensure timely receipt of promised gifts/instalments• Deliver bespoke stewardship plans for major donors including recognition activity (eg admission of Benefactor Fellows)• Prepare draft Gift Agreements for major gifts as requested by the Director of Development <p>Gift Administration (20%)</p> <ul style="list-style-type: none">• Deliver and maintain a regular system of gift acknowledgement and recording.• Liaise with the College accounts team as needed to reconcile financial information.• Participate in annual audits as needed• Ensure Gift Aid agreements are correctly recorded and renewed as appropriate
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	<p>Executive Support for the Director of Development (20%)</p> <ul style="list-style-type: none"> ● Draft papers and reports for committees, campaign planning and meetings as requested by the Director of Development ● Make arrangements for visits and events with donors and alumni - coordinating with colleagues in the development team and across the College and university as needed ● Manage a diary for the Director of Development - handling clashes and ensuring appropriate time for meetings, travel and 'protected time' for priorities as needed. ● Support the Director of Development with contact reports and ensuring prospect plans and actions are recorded on Amicus in a timely manner ● Support the Development Director to secure meetings with alumni and other individuals who may be interested in supporting the College.
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Works with:	<ul style="list-style-type: none"> ● Development Office team ● Other Heads of Department ● Darwin College Society ● Alumni ● Cambridge in America ● University Development & Alumni Relations Office
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Reports to:	<ul style="list-style-type: none"> ● Development Director
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PERSON DESCRIPTION

Experience/knowledge	<ul style="list-style-type: none"> ● Experience of fundraising donor research and management ● Knowledge of working with a fundraising database and creating procedures for data management ● Knowledge of the GDPR and how this relates to fundraising research ● Experience of administration within a fundraising team in a charity
Skills:	<ul style="list-style-type: none"> ● Ability to contribute positively to the work of a team. ● Ability to manage own time effectively including responding to changing priorities ● Ability to work to deadlines ● Ability to pay close attention to detail ● Numerate and confident with basic financial information ● Ability to show initiative ● Good communication and interpersonal skills ● Tact, discretion, and adaptability
Special requirements:	<ul style="list-style-type: none"> ● <i>Able to work occasionally outside normal office hours and attend events both in Cambridge and elsewhere as needed.</i>





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REVIEW

These job and person descriptions are non-contractual

Current incumbent:	
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Reviewed by Head of Department:

Signature: N/A

Name: N/A

Date: N/A

Seen by Bursar:

Date: