**JESUS COLLEGE**

**JOB DESCRIPTION**

_This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances._

<table>
<thead>
<tr>
<th><strong>JOB TITLE:</strong></th>
<th>Development Assistant</th>
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<tbody>
<tr>
<td><strong>DEPARTMENT:</strong></td>
<td>Development and Alumni Relations Office</td>
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<td><strong>REPORTS TO:</strong></td>
<td>Senior Development Officer - Alumni Relations &amp; Director of Development and Alumni Relations</td>
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<td><strong>PAY SCALE:</strong></td>
<td>Up to Step 15 (£22,373)</td>
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**MAIN PURPOSE OF THE JOB:**
To assist the Director and the team in the running of the alumni relations and fundraising functions carried out within the Development and Alumni Relations Office.

**MAIN AREAS OF RESPONSIBILITY:**
- Assist the Director with diary management, financial administration, communications, travel arrangements, committee and meeting support.
- Data entry and records maintenance; collection and recording of alumni and donor data from multiple sources.
- Assist with the organisation, development and successful delivery of the Events programme.
- Assist in the development of structured and sustainable alumni volunteering and mentoring schemes.
- Drafting and production of fundraising and publicity material, including termly newsletters, Jesuan News and the Annual Report.
- Assist with mailings and telephone fundraising campaigns.
- Handle routine correspondence and enquiries, including carrying out follow-up actions and administration.
- Any other duties and responsibilities which are compatible with the post of Development Assistant and which may be required.

**KEY TASKS AND RESPONSIBILITIES WILL INCLUDE (BUT ARE NOT LIMITED TO):**

1. **Support to Director**
   - Coordinating internal and external meetings, briefings and debriefings.
   - Processing expenses and office invoices, monitor expenditure against budgets, liaise with Finance office.
   - Liaising by letter, telephone, email and in person with senior staff, internally and externally.
   - Arranging programmes for visitors, including high-profile alumni and donors and potential donors.
   - Arranging meetings and visits to the Office and College for external visitors.
2. **Alumni Relations**
   Helping to maintain and improve the College’s good relations with its alumni and other supporters and potential supporters by engaging with them in a positive and friendly manner on all occasions and at every opportunity.
   Prompt, reliable, welcoming and informative communications with alumni in person, over email and on the phone.

3. **Events**
   Assisting with the organisation, development and successful delivery of the Events programme; including creating and coordinating aspects of events, assisting with invitations, bookings, enquiries and often attendance at the event.
   Helping to prepare and produce attendee papers by researching, editing and arranging the printing of name badges, itineraries, speakers’ biographies, reading lists, speaker notes, briefings and attendee lists.
   Acting as the point of contact for event bookings ensuring all details are correctly logged, payments processed (where applicable) and the associated confirmation details are effectively communicated.
   Assisting with all aspects of online booking for events and invitations. This will include ensuring online ticket allocations tally with the database and offline availability.
   Exploring opportunities for subject-specific events for alumni to deepen their intellectual engagement with the College.
   Liaising with the University Development Office regarding joint event opportunities locally and internationally.

4. **Volunteering and Mentoring**
   In conjunction with the Director and Senior Development Office - Alumni Relations, plan, develop, organise and implement sustainable programmes for alumni to engage with the College through volunteering and mentoring opportunities.

5. **Publicity and Communications**
   Overseeing production and dissemination of termly e-newsletter to alumni and friends.
   Sourcing photos and maintain photo library.
   - **College Annual Report**
     - Provide additional support to the Senior Development Officer - Alumni Relations in the production of the report.
   - **Online Communications**
     - Assist with posts for Facebook, Twitter and LinkedIn accounts (and JNET internally).
     - Draft alumni-related news stories for the website.
   - **Birthday cards**
     - Send cards to alumni on significant birthdays (liaising with Master’s Office).

6. **General duties**
   At times of peak activity, such as during telephone campaigns, provide assistance to the other Development Officers.
   Support for College shop/merchandise.
   Any other task as may be required from time to time as directed by the Director, and is commensurate with the role, level of responsibility and person specification.