

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.

JOB TITLE:	Database & Prospect Research Administrator
DEPARTMENT:	Development and Alumni Relations Office
REPORTS TO :	Director of Development and Alumni Relations
PAY SCALE:	£25,000-£30,000 depending on qualifications and experience.

MAIN PURPOSE OF THE JOB:

To support efforts to maximise philanthropic income and alumni engagement opportunities by maintaining the accuracy and integrity of the alumni and donor database and to undertake research that supports the strategic engagement of alumni and friends for the purpose of fundraising within the Development and Alumni Relations Office.

MAIN AREAS OF RESPONSIBILITY (Database):

- Manage and maintain a high quality database in accordance with the Data Protection Act, GDPR and PECR ensuring accurate data capture of alumni details and so that fundraising activity can be purposeful and strategic when approaching prospective donors.
- Oversee the transition to NXT (the updated Raiser's Edge software) and take the lead in liaison with the software providers Blackbaud.
- Serve as key point of contact for data protection regulation compliance, stay up-to-date with ICO.
- Proactively identify and manage data quality and data integrity issues to ensure that fundraising effectiveness is not undermined by poor data.
- Run reports and projections/forecasts as required.
- Liaise with colleagues within the office to ensure that database protocols/business rules are being followed and develop systems as required.
- Liaise with Cambridge University Development & Alumni Relations (CUDAR) to exchange updated alumni details.
- Liaise with other departments in the College and other bodies in the University (as appropriate) to update the database with information about current and graduating students.
- Provide database support in order to ensure the success of the annual Telephone Fundraising Campaign.

MAIN AREAS OF RESPONSIBILITY (Prospect Research):

- Researching alumni and other individuals and organisations in order to provide verbal and written briefings for fundraising and alumni engagement activity.

- In compliance with data protection regulations, use internal data to evaluate and publicly available external information sources to compile concise and informative profiles to aid prospective donor engagement strategies.
- To proactively identify prospective donors for fundraising priorities. To collaborate with fundraisers to support their efforts and enhance prospective donor cultivation and management.
- To network map and analyse information to provide concise and consistent profiles and reports.

- **General duties**

At times of peak activity, such as during telephone campaigns, provide assistance to Development Officers.

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.