**JOB TITLE:** Development Assistant  

**DEPARTMENT /LOCATION:** Development and Alumni Relations Office  

**Qualifications/academic achievements required to do the job:**  
Degree level qualification (ideally from a Cambridge or Oxford College)  

**Experience and Knowledge:**  
Relevant administrative experience gained ideally from working in a similar environment. Proficiency in Word and Excel and maintaining databases.  
Desirable:  
Knowledge or experience of college-based fundraising.  
Experience or knowledge of a University/College environment.  
Experience using Raisers Edge database system.  

**Special aptitudes required**  
Strong written and verbal communication skills.  
Demonstrated ability to prioritise own workload and work with little supervision  
Confident and articulate in dealing with a range of people.  
A meticulous eye for detail and a high degree of accuracy.  

**Personal disposition**  
Friendly, confident and outgoing personality.  
Enjoys interaction with a wide variety of people at all levels.  
Helpful and responsive.  
Demonstrated ability to display tact, discretion and confidentiality.  
Professional.  
Ability to develop and maintain effective working relationships, both within and outside the College.  

**Circumstances**  
Must be prepared to be flexible over hours of work to meet sometimes tight deadlines.  
Prepared to occasionally work during evenings and at weekends, and occasionally to travel (normally to London)