

**JESUS COLLEGE
PERSON SPECIFICATION**

JOB TITLE: Database & Prospect Research Administrator

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:

Essential:

- Well-educated, preferably to degree level, or equivalent
- Detailed knowledge of Raiser's Edge/NXT database system and ability to apply this knowledge in a teaching capacity
- Ability to undertake qualitative and quantitative data and trend analysis and research to support the strategy and planning of key fundraising programmes
- Good numeracy skills and meticulous attention to detail and accuracy
- An eye for dynamics in the flow of information; ability to use project management methodology to complete analytics work, including project purpose, goals, outcomes and stakeholders, milestones, timelines, responsible parties, implementation, strategies for gaining buy-in, education and training
- Interest in and ability to maintain up to date knowledge of current fundraising practices and regulations
- Interest in tracking donor progress through the solicitation cycle; assessing success of identified prospective donors
- Genuine approach to inter-personal and communication skills, with the ability to liaise effectively with people at all levels, ages and of varying backgrounds
- Organised with a willingness to embrace routine aspects of the position
- Excellent computer skills including Word, Excel, Email and Databases
- Ability to work independently and as part of a team; to assist other team members as required

Desirable:

- A knowledge of UK University fundraising and alumni relations
- Knowledge and understanding of tax-efficient giving, legacy fundraising, gift aid, bequests and gift management
- Experience of working in a college, university or charitable organisation

Special aptitudes required

Demonstrated ability to prioritise own workload and work with little supervision.
Ability to maintain highest standard of professional ethics, complying with the Association of Professional Researcher for Advancement's (APRA) Statement of Ethics and ethics policies set forth by the Council for Advancement and Support of Education (CASE).
Develop and implement a personal framework for making ethics decisions regarding privacy, confidentiality, use of research sources and dissemination of research information.
A meticulous eye for detail and a high degree of accuracy.

Personal disposition

Friendly, confident with strong work ethic.

Enjoys interaction with a wide variety of people at all levels.

Helpful and responsive.

Demonstrated ability to display tact, discretion and confidentiality.

Professionalism.

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 work occasionally during evenings and at weekends at peak event times.