



TRINITY
COLLEGE
CAMBRIDGE

Development Administrator (Gifts & Database)

Candidate Information
Pack

From the Director



Trinity seeks to appoint a Development Administrator (Gifts & Database) to join our team for 30.75 hours per week. Trinity's alumni engagement and fundraising has been growing year-on-year with the number of alumni donating to Trinity in 2022-23 numbering over 2000, with total donors higher still.

This momentum has been building steadily over the last 5-6 years as part of our longer-term strategy. This year Trinity is completing an estate master plan which will inform our first-ever comprehensive campaign, expected to launch in 2024. Our ambition is to achieve the highest number of alumni donors to any Cambridge college each year and to raise £7-10M annually. Donors to the College support bursaries, grants and studentships and fund outstanding research. Trinity donates generously to other colleges, the University and external partners. The College has a commitment to cease using fossil fuel gas which will require a renewal of its energy systems over the next decade.

The Development Administrator (Gifts & Database) will work with our dynamic and friendly team ensure that the bedrock of our operation is as strong as it possibly can be – without a solid database and positive experiences for our donors, we will not be able to take advantage of the opportunities ahead of us.

Candidates for the role should have an interest in learning and developing processes and take pride in their attention to detail. In return for hard work, flexibility and commitment to delivering results, we offer a friendly environment that is committed to supporting the development of staff in their professional careers at all stages. Trinity remains a strong collegiate community where students, staff and Fellows live and work with each other every day.

Any informal enquiries should be directed to my colleague, Hannah Courtney (Gifts & Database Coordinator – Hannah.Courtney@trin.cam.ac.uk). We look forward to receiving your application.

Bill O'Hearn
Executive Director of Alumni Relations & Development

Development Administrator (Gifts & Database)

£27,000 plus benefits (pro-rata, 30.75hrs)

Development & Alumni Relations

Trinity College, Cambridge



Development at Trinity

Trinity's Alumni Relations and Development Office (ARDO) engages with the College's 15,000 alumni through a range of events, publications and initiatives throughout the year.

Last year Trinity raised over £16 million, from over 2,000 donors, and ran approaching 50 events in person and virtual. The College anticipates maintaining a high level of alumni participation in fundraising for projects including student bursaries, access programmes, the Wren Library, the Boat Club and the Ukrainian Relief Fund.

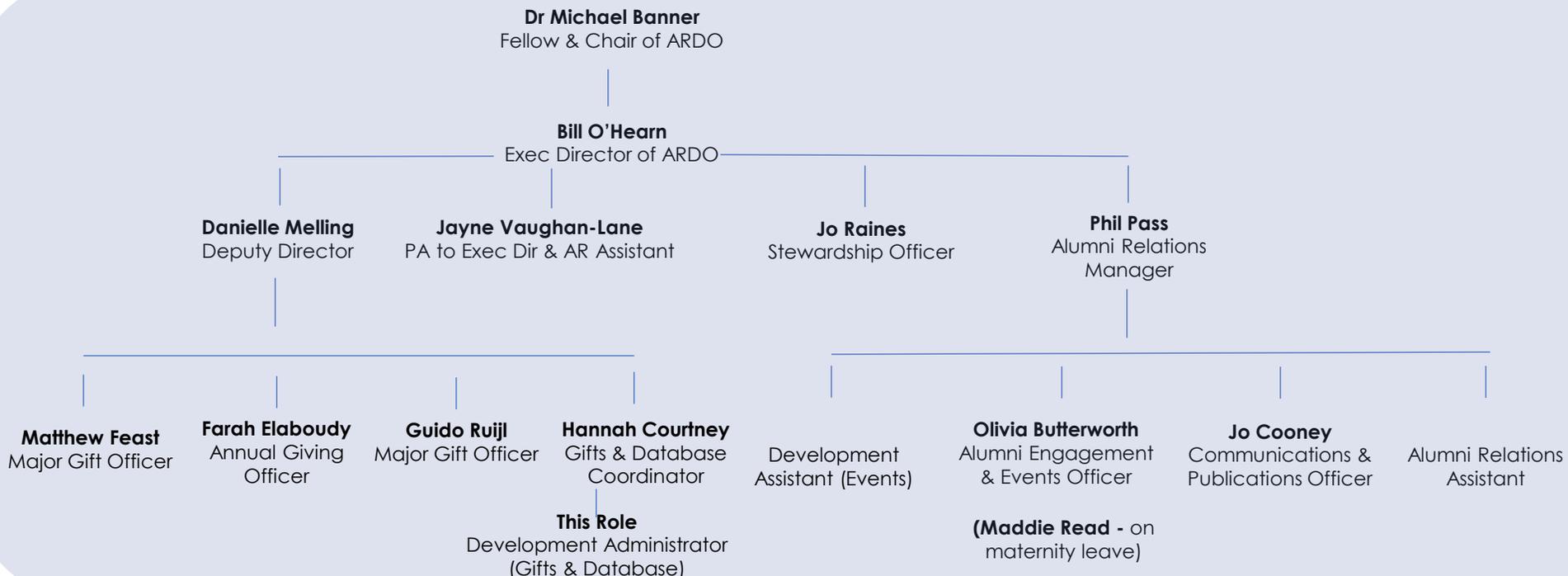
It is an exciting time to join Trinity which is planning its first major fundraising campaign to be launched in 2024. We enjoy our work and take pride in the contribution we are making to the future of a world-class institution.



Key stakeholders and relationships

You will be expected to work closely and build strong and professional working relationships with a wide-range of stakeholders across the College (and wider) community:

- Gifts & Database Coordinator (line manager)
- Deputy Director of ARDO
- Executive Director of ARDO
- Fellow & Chair of Alumni Relations & Development
- Alumni Engagement/Stewardship teams
- Alumni and donors
- College departments, particularly Bursary
- Cambridge University Development & Alumni Relations (CUDAR)



Role & Key Responsibilities

Summary

The Development Administrator (Gifts & Database) will support the Gifts & Database Coordinator in maintaining a high level of accuracy on the Alumni Relations and Development database system (Blackbaud's *Raiser's Edge NXT*) through implementing new systems to help improve the efficiency of regular tasks

Key Responsibilities

Database Administration (50%)

- Work closely with other College departments to ensure that the records of Senior Members, students and alumni are accurate and up to date on the alumni database
- Be the first point of contact for CUDAR (Cambridge University Development & Alumni Relations) for data exchanges and ensuring that all updates are communicated/added to the database accurately and in a timely manner
- Support, with the Gifts & Database Coordinator, other members of the ARDO team with their questions about data – particularly queries
- Assist with the preparation of mailing data for the office's larger mailshots, ensuring compliance with the office's data protection statement
- Run regular 'checking queries' to ensure data accuracy
- Assist alumni with data-related questions

Gift Administration (35%)

- Assist the Gifts & Database Coordinator with gift administration, including gift entry and the production of thank you letters, particularly around Giving Days and Telethons
- Support the Gifts & Database Coordinator with preparation for the monthly reconciliation and the annual audit
- Assist alumni with gift-related queries

Research Support (10%)

- Support the Research Consultant and Deputy Director of Development with ensuring all prospect research on the database is current and accurate
- Support the Major Gifts fundraisers in identifying possible new prospects/maintaining good relationships with existing prospects by ensuring that updates to business details etc. are reported internally in a timely fashion
- Support the Alumni Engagement team by identifying interesting alumni who may be good for alumni committees/events, should new details be provided

Other duties (5%)

- Support the Alumni Relations Manager with Data Protection requirements (DPIA/Data Processing Agreements/Data Retention register etc.)
- Support the Alumni Relations Manager with bringing in new data streams such as Postdoctoral Society alumni, alumni profiles from Trinity Connect (e-networking platform) and The Trinity Family (data of current undergraduate parents)



Person Specifications

Education/Qualifications

- Educated to A-level or equivalent

Experience

- Experience of donation administration and data work desirable
- Experience of alumni relations and/or development or marketing in a higher education or similar environment desirable

Essential skills

- Good working knowledge of Microsoft Office suit of programmes (Word, Outlook, Excel, Access, PowerPoint)
- Knowledge of data segmentation and other methods of data manipulation
- Ability to think critically about multiple data sources and how to achieve your desired outcome

Desirable skills

- Knowledge of Raiser's Edge/NXT or similar relationship management system (full training on our systems will be provided)
- Ability to clearly present data in a visual manner
- Understanding of data protection and other relevant legislation

You...

- Self-motivated, meticulous and efficient, with the drive to deliver to tight deadlines as a team member or individually
- Friendly and courteous demeanour, with the ability to establish internal networks
- Strong attention to detail
- Sympathetic to the mission of Trinity College and willing to help in a busy office when needed



Salary & Other Benefits

Salary, Hours & Other:

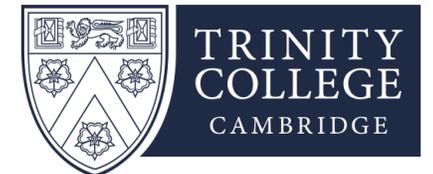
The salary for this position is £27,000 (pro rata) per annum for 0.8FTE (30.75hrs) with an unpaid 45-minute lunch break.

The exact working pattern will be established with the post-holder when in place although work is expected during usual office hours. Occasional weekend/evening work may be required with time off in lieu given.

This role has a six-month probationary period.

Other benefits:

- 25 days annual leave (pro rata) plus eight public holidays
- Free lunch is provided for staff whose duties cover this period
- Regular opportunities to participate in professional training and development
- Free private health care (currently through membership with Aviva). Membership of a dental care scheme is also available
- A generous pension scheme, available after three months' service. All staff will become members unless they choose to opt out
- Membership of the College gym and access to most exercise classes are available for a modest fee
- The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions



About Trinity

Trinity College, Cambridge, was founded by Henry VIII in 1546 when he combined two existing colleges (King's Hall and Michaelhouse) and seven hostels (Catherine's, Garratt, Gregory's, Ovyng's, Physwick, St Margaret's, and Tyler's).

Since then Trinity has flourished and grown. Our 180+ Fellows provide world-class and inspiring teaching for around 730 undergraduates and 350 graduates from diverse backgrounds all around the world, supported by the work of 350 non-academic staff.

Trinity exists to give its members a rewarding, richly resourced, and intellectually inspiring setting in which to pursue their education and research and to grow as individuals.

Members of the College go on to a very wide range of professions and careers after taking degrees in all the subjects the University offers. We have a global community of more than 15,000 alumni changing the world with their careers, including scientists, politicians, writers, doctors, film makers, policy-setters, musicians, lawyers and engineers.



Application Process & Contact

Application & Cover Letter
<https://www.trin.cam.ac.uk/vacancies>

Closing date: Thursday 5 October 2023

Interview date: TBC
Date will be confirmed with you

References will be requested in
the event of a job offer

For further information, or if you have
any queries, please contact
the **HR team** at Trinity:

E: jobvacancies@trin.cam.ac.uk

T: 01223 338 400 (Porters' Lodge)

W: <https://www.trin.cam.ac.uk>

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Photos by: James Appleton, David Johnson
and Ian Olsson

