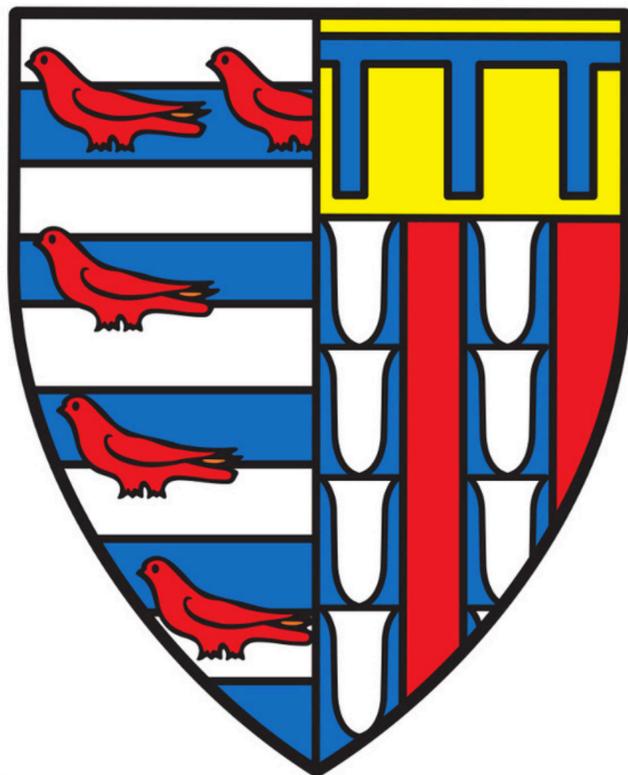


# PEMBROKE COLLEGE

DEVELOPMENT OFFICE

DEVELOPMENT  
OFFICER -  
REGULAR  
GIVING



MAY 2024

CAMBRIDGE

## THE DEPARTMENT

Are you passionate about fostering a culture of giving and philanthropy? Do you thrive on building relationships and coordinating strategic fundraising initiatives? Pembroke College is seeking a dynamic and dedicated individual to join its team as a Development Officer. With a year of its highly ambitious campaign for the redevelopment of Mill Lane left, and the official opening of the entire new site site to look forward to, this is an exciting time to be joining Pembroke and one of the most experienced and successful Development teams in Cambridge.

Pembroke's Development Office, consisting of 11 staff members, was set up in 1994 and is the longest established professional development operation in Cambridge. The Office, is regarded highly in Cambridge and its results are regularly in the top 3 colleges. Development operations include a comprehensive fundraising programme ranging from major gift fundraising to annual giving initiatives such as the telephone campaign, reunion giving and giving day. Alumni relations span local, regional and international events and communications tailored to alumni of different generations and with different interests.

## THE ROLE

To focus on strategically expanding and managing Pembroke's annual giving programme by increasing the number donors across a range of alumni demographics. This includes from start to finish, the annual Telephone Fundraising Campaign; organising the annual Reunion Giving programme; setting up a Young Person's Giving programme; making phone calls to chase pledges and renew giving.

## SALARY & HOURS

**£37,640 per annum.** 36.5 hours per week

## JOB DESCRIPTION

**Responsible to:** Deputy Development Director

**Responsible for:** N/A

**Location:** Pembroke College, Cambridge.

**Skills:**

- Excellent interpersonal skills
- Strong experience in Microsoft applications
- Strong organisational and prioritisation skills
- Experience of Raiser's Edge, or proven ability to learn use of database software
- Ability to multi-task and be responsive
- Attention to detail
- Flexibility
- Self-motivated

**Budget Responsibilities:** None.



## Main Duties and Responsibilities:

### Reunion Giving

- Recruit Reunion Co-Chairs
- Work with the Reunion Co-Chairs to draft letters and other communications
- Organise and attend the Reunion drinks party
- Arrange and make phone calls
- Attend the Reunion Dinners
- Work on retaining the previous reunion years' donors
- Ensure stewardship of Reunion Bursary donors takes place (emails with student testimonies etc)

### Telephone Fundraising Campaign

- Initiate and maintain contact with agency
- Recruit and manage TFC callers
- Organise training including Fellowship involvement
- Assist during the TFC itself
- Ensure all the follow-up actions are carried out and the database is updated

### Young Persons Giving Programme

- Create a communications strategy with the aim of educating leavers and young alumni on why the College has to fundraise to enable informed participation
- Create a culture of giving among final year undergraduates, and postgraduates, by implementing a strategy together with the Deputy Development Director



## **Giving Day**

- Organise all aspects of Giving Day with the aims of raising funds for a specific project and attracting a new donor pool
- Follow up with new donors to interest them in supporting Pembroke more regularly

## **Pembroke Circle Fundraising and Stewardship**

- Together with the DDD, ensure that Pembroke Circle members are properly on CAm's register.
- Send one solicitation email a year (e.g. around November time to coincide with US Thanksgiving) to all US Pembroke Circle members
- Ensure that non-US Pembroke Circle members are asked once a year
- Liaise with other members in the Development Office to ensure Pembroke Circle members are receiving regular communications and invitations to events

## **Renewals and pledge chasing**

- 2-3 times a year, track the following: new donor retention; repeat donor retention; lapsed donor reactivation; donor attrition; giving frequency; overall participation rate
- Update the DD and DDD on findings
- Use findings to advise on strategic decisions on when and how to approach different donor demographics
- Pledge chase using one of or a combination of phone, text message and email
- Work closely with the Finance Officers to renew expiring gifts via phone/ text message or email

## **Research**

- TFC related research/ data updates
- Producing prospect profiles & event briefings
- General database updates
- Locating missing alumni

# PERSON SPECIFICATION

## Essential

- University degree or an equivalent qualification.
- Strong experience in Microsoft applications.
- Strong organisational and prioritisation skills.
- Excellent interpersonal skills.
- Ability to multi-task and be responsive.
- At least 2 years of fundraising experience.
- Courteous and confident communication.
- Attention to detail.
- Flexibility.
- Effective team worker.
- Self-motivated.
- Positive and respectful attitude towards building relationships with colleagues, other members of the College community and alumni.
- Will be expected to work on some weekends and evenings
- Must be able to maintain high standards of discretion and confidentiality.

## Desirable:

- Knowledge of the Cambridge collegiate University structure.
- Knowledge of Development Office processes, particularly use of Raiser's Edge or other database software.
- 3-4 years of fundraising experience.
- Previous Development Office experience.
- Previous Oxbridge collegiate University experience.
- Experience of working in a confidential environment.

# ORGANISATION CHART

**DEVELOPMENT DIRECTOR**



**DEPUTY DIRECTOR & HEAD OF DEVELOPMENT  
OPERATIONS**



**DEVELOPMENT OFFICER - REGULAR GIVING**



## ADDITIONAL INFORMATION

### **Health and Safety:**

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

### **Safer Recruitment:**

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

### **Equal Opportunities:**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.



## HOW TO APPLY

If you would like to have an informal conversation about the post,  
please call  
James Anderson on  
(01223) 764568

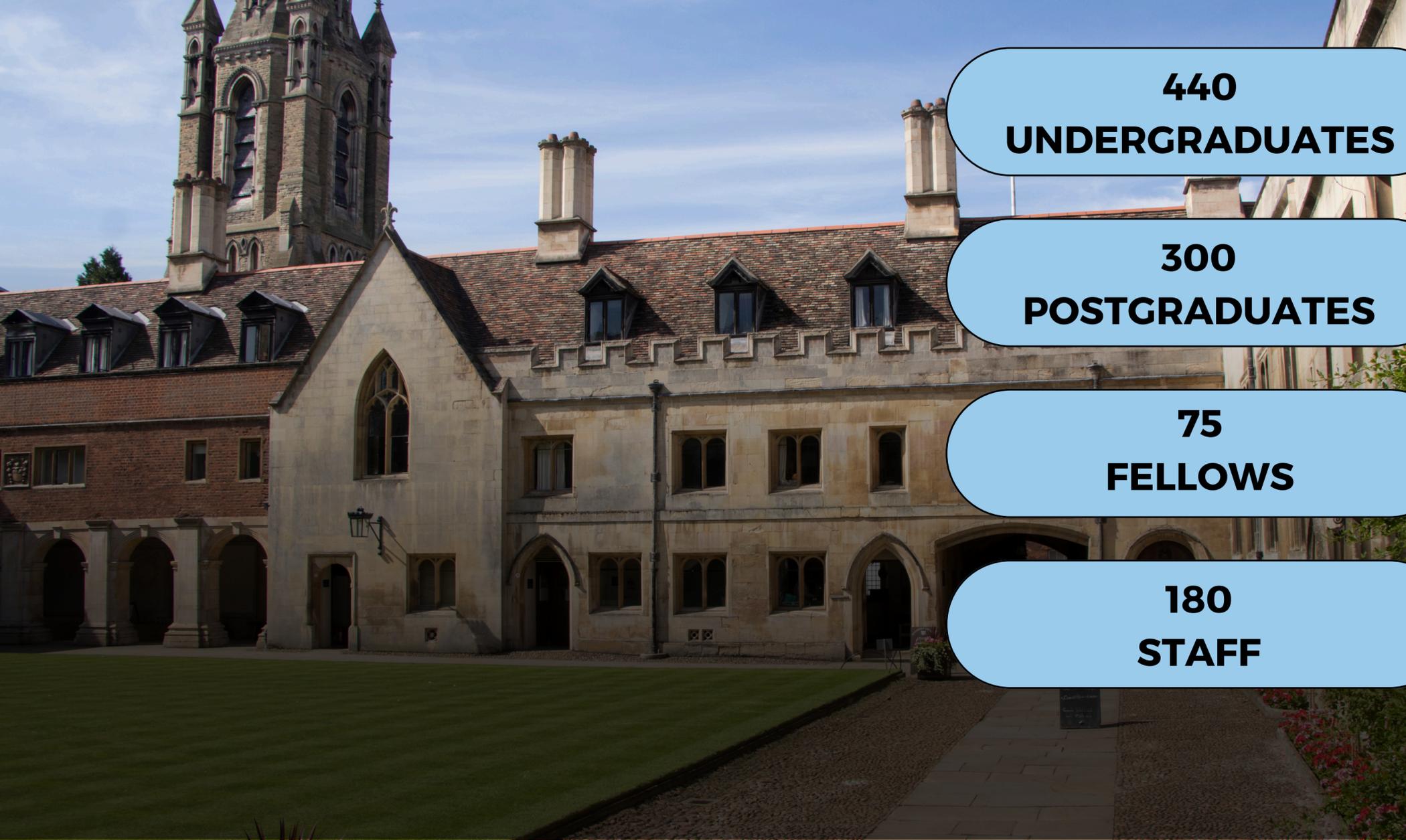
Please complete an [Application Form](#) and  
[Rehabilitation of Offenders Form](#) (compulsory), and an [Equal  
Opportunities Form](#).

Completed application forms together with a covering letter can  
be emailed to: [hr@pem.cam.ac.uk](mailto:hr@pem.cam.ac.uk) or alternatively posted to The  
HR Office, Pembroke College, Trumpington Street, CB2 1RF.  
Please do not include separate CVs.

We look forward to hearing from you.

[Privacy Statement](#)





**440**  
**UNDERGRADUATES**

**300**  
**POSTGRADUATES**

**75**  
**FELLOWS**

**180**  
**STAFF**

## **INTRODUCING PEMBROKE COLLEGE**

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.

## STAFF BENEFITS

Annual staff outing

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty (see Swipe Card Guide)

Free passes to the Botanical Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

Subsidised health care

and more.....

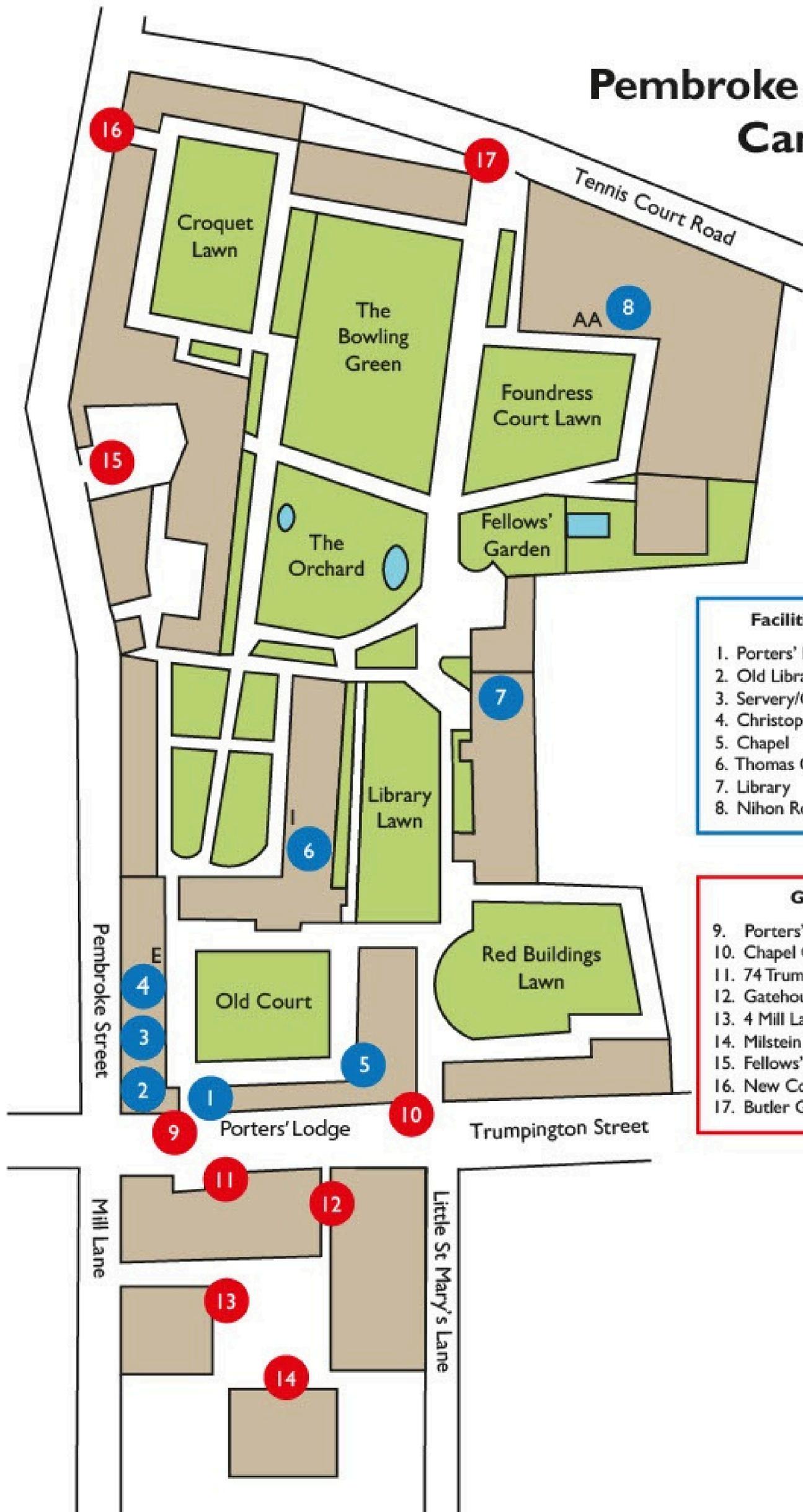
*SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.*

*SOME BENEFITS MAY BE SUBJECT TO A QUALIFYING PERIOD AND/OR SUBJECT TO TERMS.*

## Pembroke College Cambridge



CB2 1RF



### Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

### Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)