



## St Chad's College

### Development & Alumni Engagement Manager

**Employer:** St Chad's College, Durham

**Location:** Durham City

**Grade:** 7 (salary range £34,304 - £44,706)

**Position Type:** Full Time

**Contract:** Permanent

**Closing Date:** 08 July 2022

#### About St Chad's

St Chad's is a distinctive, independent college within Durham University. A separate registered charity with its own governors, its origins date back to 1904 when it was created as a Church of England foundation to enable the ordination of clergy, who might not otherwise at the time gain access to higher education. St Chad's today is a vibrant academic community of over 600 students, including 150 postgraduates, belonging to all disciplines, yet still animated by the same aspirations for service and inclusion, welcoming students of all faiths, cultures, nationalities, and backgrounds. Rooted in its strong Anglican Christian tradition, its culture is friendly, inclusive, intellectually curious and forward thinking.

St Chad's historic college buildings are situated on a World Heritage Site, adjacent to Durham Cathedral. Students and staff work side by side, sharing the life of a multi-generational and interdisciplinary scholarly community. St Chad's students are high achievers, regularly securing the highest academic results among the Durham colleges. Outside undergraduate term-time, St Chad's runs commercial events and conferences. The College has a strong and supportive alumni community of whom over 6,000 are contactable.

#### About the Job

St Chad's College is seeking to appoint an experienced fundraising and relationship management professional to lead critical fundraising and alumni engagement activities across the global College community.

The core responsibility of this position will be to plan, coordinate, and implement alumni programmes and services designed to foster and strengthen the relationship between St Chad's College and its alumni. This position will also take a lead in driving forward the College's development agenda, planning, delivering, and evaluating fundraising activity to raise significant philanthropic funds in partnership with the College Principal and key members of the executive team and governing body.

The successful candidate will have a demonstrable track record of success in fundraising, as well as good event management experience, knowledge and awareness of alumni engagement activity, and strong project management and interpersonal skills. We are also open to candidates with transferable skills and outstanding potential in this area to whom we could offer training.



# St Chad's College

## Job Purpose

- To raise major philanthropic funding for projects and activities within St Chad's College by identifying development opportunities, cultivating alumni prospects, and stewarding existing donors.
- To plan, coordinate, and implement a range of engaging alumni programmes, events, and services designed to foster and strengthen the relationship between St Chad's College and its alumni.
- To act as the lead for all development and alumni engagement activity within St Chad's, supporting the Principal and the Board of Governors in designing and delivering a future development and engagement strategy for the College.

## Role Responsibilities

The post-holder's primary focus will be to further develop successful fundraising and alumni relations activity at St Chad's College. Specifically:

- To develop and manage a portfolio of prospective donors (high-net-worth individuals, as well as trusts and foundations and corporate companies) cultivating strong relationships and working closely with the Principal to engage them within the College and to solicit philanthropic support.
- To research, develop, and write fundraising proposals and applications to secure significant philanthropic funding.
- To travel to meet with prospects, donors, and other senior alumni to cultivate, solicit and steward them, representing the College at meetings and events as required.
- To develop excellent working relationships across Durham University, specifically the Development and Alumni Relations Office, to share best practice and to access existing resource and support for the benefit of the development agenda at St Chad's College.
- To act as the lead on all fundraising and alumni relations activity in St Chad's College, and to provide expert advice to the Principal and other members of College community.
- To design, develop, and project manage virtual and in-person events to maintain engagement and foster a thriving alumni community.
- To contribute to the development of operational and strategic plans and service level agreements, collaborating with colleagues to create a fundraising and alumni engagement strategy for the College and to develop comprehensive philanthropic plans for existing major gift prospects.
- To prepare and manage the service area budget or budgets and monitor expenditure to ensure cost-effective service delivery.



## St Chad's College

- To produce and analyse statistical service metrics to identify successful delivery and areas for future improvement, reporting back to the Principal and Board of Governors regularly on the fundraising pipeline and key engagement metrics.
- To maintain knowledge of key projects and programmes that represent the funding priorities for St Chad's, and to promote the College vision effectively to its donors and alumni.
- To communicate with internal and external stakeholders using appropriate media and methods with a specific emphasis on using technology to reach alumni and donors.
- To ensure GDPR and HMRC compliance, and to ensure proper adherence to Charitable Giving requirements

### Specific role requirements

Given the nature of the role, the schedule will be flexible and the post-holder will be expected to work some evenings and weekends. This position will also require occasional travel to visit with supporters around the UK (predominantly London) and, potentially, overseas on behalf of the College.

### Personal Specification

#### Essential Criteria

- Excellent oral and written communication skills and the ability to develop excellent working relationships both internally and externally.
- Proven IT skills, including use of Microsoft Office and CRM systems (preferably Raiser's Edge)
- Educated to degree level (or equivalent professional experience).
- Professional practitioner with knowledge and expertise in fundraising and stakeholder engagement used to contribute to the delivery and development of services, events and activities within an organisation.
- Experience of providing specialist advice and guidance to a range of customers and colleagues, including senior / executive level colleagues.  
Knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines (including GDPR and Data Protection).
- Experience of being able to network effectively and develop strong and productive working relationships with high-level external stakeholders.
- Ability to contribute to planning at both a strategic and operational level.



## St Chad's College

- Experience of running high-level stakeholder events, including organisation of catering, venues, speakers and other forms of hospitality.
- Experience of direct solicitation of major donors and/or running annual appeals.
- Ability to use social media and other online platforms to distribute curated content in a professional context.
- Ability to initiate projects and to work independently.
- Ability to manage multiple tasks and meet deadlines.

### Desirable Criteria

- Experience of working in a principal / major gifts fundraising, stewardship, or business development environment in a key client-facing role.
- Experience working in the Higher Education or similar sector.
- Experience of using fundraising relationship management database The Raiser's Edge.

### **Salary and Benefits**

#### Salary

Salary will be within Grade 7 of the Durham University pay scale (salary range £34,304 - £44,706)

#### Pension

The postholder will be entitled to join the College's occupational pension scheme which is currently the Universities Superannuation Scheme (USS).

#### Meals

Collegiate meals are provided free of charge in the college communal dining rooms in term-time for the better performance of college duties.

#### Holidays

The post holder is entitled to 30 days annual holiday plus 8 statutory holidays in addition to up to 4 additional customary holidays to be taken on dates specified by the College, which are normally between Christmas and New Year.

#### Probation

Employment at St Chad's is subject to satisfactory completion of a six month probationary period. The College reserves the right to extend this period at its discretion.



## St Chad's College

### How to apply

A covering letter with full curriculum vitae, and the names, addresses, e-mail addresses, and telephone numbers of three referees should be sent to the Academic Officer Administrator, Susan Mather at [chads.development@durham.ac.uk](mailto:chads.development@durham.ac.uk) by 12 noon on July 8<sup>th</sup>.

For informal enquiries, contact the Principal, Dr Margaret Masson, at [m.j.masson@durham.ac.uk](mailto:m.j.masson@durham.ac.uk)

Initial interviews will be held in the week commencing 1<sup>st</sup> August 2022