

Deputy Director of Alumni and Donor Relations Person Specification

	ESSENTIAL	DESIRABLE
Qualifications, experience and background	<ul style="list-style-type: none"> • Educated to degree level (or an equivalent level of professional experience) • Demonstrable experience in fundraising, stewardship, alumni or member relations. • Strong and proven line management capabilities, preferably of a team with varying roles 	<ul style="list-style-type: none"> • Institute of Fundraising qualification • Experience working in a higher education environment, preferably within a collegiate setting
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Strong organisational skills with a high level of attention to detail • Excellent general IT skills, including word-processing, desktop publishing, spreadsheets, and willingness to learn new applications as required • A high level of comfort with extracting data from databases (training will be provided) • Ability to understand, and explain and administer, tax-efficient gifts • Excellent numeracy, written and oral communication skills • Experience of data protection and GDPR 	<ul style="list-style-type: none"> • Knowledge of regular giving programmes, legacy programmes, trusts and foundations and stewardship • Raiser's Edge experience would be an advantage
Personal attributes	<ul style="list-style-type: none"> • A confident and friendly approach, enthusiasm, professional maturity and the ability to build relationships with people at all levels, both internally (Fellows, visiting academics, staff and students) and externally (alumni, and associated supporters) • Ability to use own initiative and work under pressure • Ability to succeed through motivating a small team • Ability to understand and articulate the aims and needs of the College in a confident and inspiring way • The ability to represent the College externally at the highest level with distinguished guests; a professional telephone manner with excellent interpersonal skills • Ability to use discretion and handle confidential information 	
Team and management skills	<ul style="list-style-type: none"> • Ability to organise and plan own work and that of others and establish clear priorities to meet agreed objectives • Ability to work independently and flexibly as part of a small team • Experience of supervising, managing and developing staff • Experience of working with senior level executives 	



Other	<ul style="list-style-type: none">• A willingness to adopt a flexible approach• Ability to work out of regular hours and to undertake some travel	<ul style="list-style-type: none">• Hold a UK Driver's Licence
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