# CHRIST'S COLLEGE
## UNIVERSITY OF CAMBRIDGE

**JOB DESCRIPTION**

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| **Job Title:** | Data and Research Officer |
| **Responsible To**: | Deputy Development Director |
| **Place of Work:** | Christ's College, Cambridge |
| **Salary Range:** | Points 35 – 40 on the University single pay spine |
| **Hours:** | Full time, 36.5 hours per week |
| **Holidays:** | 33 days annual leave (including public holidays) |
| **Pension Scheme:** | The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time. |

## Job Summary

The Data and Research Officer role is a key role within the Development team, maintaining the integrity of the College's alumni database that underpins every aspect of the team's work. The post holder will also shape and deliver the College's prospect research strategy, managing the prospect pipeline and supporting the fundraising programme.

## Key Responsibilities

- Update, enhance and improve the alumni database (Raiser's Edge) on a regular basis, ensuring that information is entered consistently, accurately and in a timely fashion.

- Maintain the integrity of the database, including importing and exporting data to/from RE, managing and uploading current student and alumni data from the central University database (CamSIS), College publication returns, the internet and other updates.

- Liaise with Cambridge University Development & Alumni Relations (CUDAR) on a regular basis to exchange updated alumni details.

- Work with the Director and Deputy Director to manage the prospect pipeline, including conducting initial research into potential supporters.

- Produce detailed alumni profiles and briefings for the Director of Development and the Master for key meetings and events.

- Accurately record all gifts, pledges and legacies on the database and ensure procedures are effective and up-to-date.

- Ensure Gift Aid agreements are correctly recorded and renewed as appropriate.

- Prepare donors' lists for Governing Body, Council and relevant College publications.

- Work alongside the Deputy Development Director to complete the Annual Development Questionnaire (ADQ).

- Conduct research to find lost alumni and re-establish contact via new address and email details.

- Deal with returned mail in a timely and organised manner, and with email "unsubscribes" and bounce-backs.

- Handle the notification of deceased members by recording information on the database, liaising with family members regarding obituaries for inclusion in the College Magazine.

- Help devise new systems and processes to enable the work of the office to be carried out with ever greater efficiency and effectiveness.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

**General Responsibilities**

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

**PERSON SPECIFICATION**

| Criteria | Essential | Desirable |
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| Education/ Qualifications | • Educated to degree level or have other relevant professional experience or qualifications. | |
| Experience | • Significant previous experience working with relational databases.<br>• Proven track record in managing and recording information in a timely and methodical manner.<br>• Demonstrable capability in working with large data sets. | • Experience of using Blackbaud Raiser's Edge / NXT.<br>• Experience conducting research into potential donors and supporting fundraisers in creating prospect pipelines.<br>• Experience of working in a philanthropic fundraising team. |
| Skills/knowledge and training | • Excellent knowledge of Raiser's Edge or a similar database.<br>• Good working knowledge of Microsoft Office packages (specifically Word and Excel).<br>• Ability to manipulate and analyse data and information.<br>• Confident use of email, the Internet, search engines and web browsers.<br>• Confidence in handling basic financial data.<br>• Proactive approach to streamlining processes and implementing new ways of working.<br>• Effective organisational skills and ability to balance multiple tasks and projects with competing deadlines.<br>• Excellent written and verbal communication skills. | • An understanding of the University of Cambridge and its collegiate structure. |

| Criteria | Essential | Desirable |
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| Personal attributes | <ul><li>Accuracy, precision and a meticulous eye for detail.</li><li>Positive and helpful attitude towards problem solving.</li><li>Strong interpersonal skills and the ability to work both collaboratively and independently.</li><li>High degree of tact, discretion and professionalism.</li><li>Commitment to the ethos and purpose of the Department.</li></ul> | <ul><li>A friendly, efficient and polite telephone manner.</li></ul> |
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