



JOB DESCRIPTION

Job Title:	Stewardship and Legacies 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 Stewardship and Legacies Officer is a vital role in the Development Office, with responsibility for ensuring that philanthropic donors feel valued and informed of the impact of their giving, including those who have indicated that they will be making a bequest to the College in their will.

Key Responsibilities

- Implement and manage the donor stewardship and recognition programme, working with other colleagues as appropriate, to ensure that all donors, including legators, receive timely, accurate and, if relevant, customised stewardship for their gifts.
- Create and maintain an overview of all agreed reporting/awarding requirements for prizes/scholarships supported by donors, liaising with colleagues across the College as necessary.
- Develop templates for gift acknowledgment letters or other correspondence regarding donations across all gift levels.
- Coordinate the production of high-quality impact reports for donors in line with agreements and plans, liaising with relevant colleagues as necessary.

- Work with colleagues to produce tailored stewardship plans for all major donors, encompassing acknowledgement, recognition, ongoing contact, impact reporting, events and communications.
- Prepare and edit copy demonstrating the impact of philanthropy, for print publications and the College website.
- Monitor and analyse the effectiveness of the stewardship programme and activities with a view to enhancing those activities that work well and implementing improvements where necessary.
- Liaise with the Tutorial Office and Accounts department to coordinate the administration and advertisement of funds relating to student support, as well as collating and preparing quotes and reports from students.
- Assist the Director and Deputy Director in the tracking and renewing of multi-year pledge payments and support for annual awards, prizes and bursaries.
- Record essential information accurately on the Raiser's Edge database.
- Recognise the contributions of those who support the College in non-financial ways, such as through mentoring, participation in committees, and other volunteering activities.

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	<ul style="list-style-type: none"> • Educated to degree level or have other relevant professional experience or qualifications. 	
Experience	<ul style="list-style-type: none"> • Significant experience in an administrative, public-facing role. • Experience in preparing and editing written content for publication. • Proven track record in managing and recording information in a timely and methodical manner. • Experience of using Raiser's Edge / NXT or a similar relational database. 	<ul style="list-style-type: none"> • Experience of implementing processes related to alumni engagement, stewardship and donor recognition. • Experience of co-ordinating print publications and liaising with external suppliers. • Experience of working in a philanthropic fundraising team.
Skills/knowledge and training	<ul style="list-style-type: none"> • Proven ability to synthesise information from a variety of sources. • Effective organisational skills and ability to balance multiple tasks and projects with competing deadlines. • Excellent written and verbal communication skills. • Good working knowledge of Microsoft Office packages (specifically Word and Excel). • Confident use of email, the Internet and search engines. • Ability to write engagingly and in an appropriate register. • Ability to build relationships with different constituents, both internally and externally. • Demonstrable ability to handle sensitive 	<ul style="list-style-type: none"> • An understanding of the University of Cambridge and its collegiate structure. • Familiarity with desktop publishing packages such as Adobe InDesign.

	information appropriately and with discretion.	
Personal attributes	<ul style="list-style-type: none"> • Accuracy, precision and a meticulous eye for detail. • Sensitivity and empathy. • Positive and helpful attitude towards problem solving. • Strong interpersonal skills and the ability to work both collaboratively and independently. • A friendly, efficient and polite telephone manner. • High degree of tact, discretion and professionalism. • Commitment to the ethos and purpose of the Department. 	<ul style="list-style-type: none"> • An understanding of the need for effective donor stewardship and relations strategies. • An eye for good quality design.