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University of Sunderland

## Role Profile

### Part 1

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lifechanging



**University of  
Sunderland**

<b>Job Title:</b>	Development and Alumni Assistant
<b>Reference No:</b>	
<b>Reports to:</b>	Development and Alumni Manager
<b>Responsible For:</b>	None
<b>Grade:</b>	C
<b>Working Hours:</b>	34
<b>Faculty/Service:</b>	Connections and Place
<b>Location:</b>	St Peter's Campus
<b>Main Purpose of Role:</b>	To be responsible for the day to day administration of the Development and Alumni Office and to provide support to the Development and Alumni Manager
<b>Key Responsibilities and Accountabilities:</b>	<p><b>Development</b></p> <ul style="list-style-type: none"><li>• Administration of all scholarship programmes. To include; providing support for potential applicants, administration of associated paper work and liaising with grant committees as and when required, being a point of contact for all successful recipients, ensuring recipients return evaluation reports in a timely manner, supporting on-going communication with successful recipients and reporting on Raisers Edge, supporting production of case studies of successful recipients</li><li>• Work with the Development and Data Officer and Development and Alumni Manager to support donor stewardship</li><li>• Provide support for all events within the wider Development and Alumni team as required including; fundraising events, alumni engagement events, donor stewardship events and graduation ceremonies</li><li>• Support prospect research as and when required</li><li>• Liaise with the University's Schools and Services to ensure dissemination and co-ordination of information on fundraising related activities</li></ul>

	<ul style="list-style-type: none"> <li>• Assist with the production of documentation and promotional material</li> <li>• Within the scope of the role carry out any other duties as directed by the Development &amp; Alumni Manager in order to raise funds for the Development Trust</li> </ul> <p><b>Alumni Engagement</b></p> <ul style="list-style-type: none"> <li>• Providing support for mailings, alumni visits and alumni communication</li> <li>• Deliver all alumni engagement administration as required by the Alumni Engagement Officer. This will include Birthday cards, Christmas cards, transcript requests, general enquiries through the website, providing support to alumni reunions, alumni communication distribution through net community and event mailings</li> <li>• Provide on-going support for the Alumni website to include all content management, website updates, improving user experience, increasing website traffic and working with the Alumni Engagement Officer to increase on-line registration to the Alumni Association</li> <li>• Liaise with the team to provide support for enhancing and enriching alumni data, particularly following engagement meetings and alumni events</li> <li>• Work with the Alumni Engagement Officer to increase the Alumni Association profile on social media, driving up connections in facebook, twitter and LinkedIn as well as proposing and helping to deliver other social media opportunities and specific campaigns</li> <li>• Assist with identifying and contacting potential case studies as and when required</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ensure day to day administration of the Development Office, including servicing meetings; room bookings, filing, processing finance, general secretarial, gift administration and communication duties.</li> <li>• Ensure correct administration of the database. Complete daily, weekly and monthly data clean up tasks as required by the Development and Data Operations Officer</li> </ul>
<b>Special Circumstances:</b>	Some evening and weekend commitments



### Part 2A: Essential and Desirable Criteria

	<b>Essential</b>
	<b>Qualifications and Professional Memberships:</b> <ul style="list-style-type: none"><li>•</li></ul>
	<b>Knowledge and Experience:</b> <ul style="list-style-type: none"><li>• Proven experience of writing and presenting information</li><li>• Ability to listen, interact and network in a sociable and effective manner</li><li>• IT literate</li><li>• Demonstrable experience of working to tight deadlines</li></ul>
	<b>Desirable</b>
	<b>Knowledge and Experience:</b> <ul style="list-style-type: none"><li>• Working in alumni relations or fundraising in HE, third sector or client facing organisation</li><li>• Experience in the organisation of and servicing of meetings.</li><li>• Experience of using The Raiser's Edge CRM system</li><li>• Developing and nurturing contact with high profile individuals or clients</li></ul>

### Part 2B: Key Competencies

<b>Competencies are assessed at the interview/selection testing stage</b>	<b>Communication</b> <ul style="list-style-type: none"><li>○ Ability to write memos, reports, minutes, and articles using appropriate language and tone</li></ul>
	<b>Planning and Organising Tasks</b> <ul style="list-style-type: none"><li>○ Ability to plan own workload.</li><li>○ Ability to work to tight deadlines</li></ul>
	<b>Liaison and Networking</b> <ul style="list-style-type: none"><li>○ Ability to liaise with supporters internally and externally to gather information to form a background for fundraising work.</li></ul>
	<b>Working Environment</b> <ul style="list-style-type: none"><li>○ Ability to work both independently and as part of a team</li><li>○ Ability to perform some tasks outside the office</li></ul>

<b>Date Completed:</b>	21 <sup>st</sup> November 2018