**Senior Development Associate**

The Senior Development Associate plays a key role in maintaining and enhancing the relations between the College, its members, and other potential supporters and encouraging a steady growth of support for Clare College annually. The role has management responsibility for the Annual Fund and Telethon Campaign and the College’s legacy programme (Samuel Blythe Society). The post holder will also oversee a portfolio of donors and prospects. Other key areas will include forming an effective internal partnership with the Development team and the College’s alumni volunteer networks, and managing the growth and stewardship of the Friends of Clare Music scheme.

**Annual Fund and Telephone Campaign**

- Management of the Clare Annual Fund, including the telephone fundraising campaign with target to raise £500,000 per year from this level of donor
- Research and plan for the enhancement and further development of the Annual Fund, in close consultation with the Alumni Council’s Annual Fund Subcommittee.
- Liaising with companies contracted by the Development Office (Ciconi; Rux Burton; et al.) to undertake specific tasks, such as mailings and telephone fundraising campaigns, and providing them with the necessary data promptly.
- Write annual Direct Mail piece in consultation with the Master, Development Director and Communications Associate.
- Write all mailings and material connected with the Annual Fund (letters, Case for Support leaflets) in consultation with the Development Director and Communications Associate.
- Supervise the recruitment of calling team working with the Development Assistant on publicity and interviewing for the roles.
- Supervise Telethon Campaign with the Development Assistant for the duration of campaign.
- Timely thanking of telethon donors and stewardship of Annual Fund donors.

**Legacy Programme**

- Research and plan for the enhancement and further development of the legacy programme, including stewardship of current Samuel Blythe Society members.
- Identify high level prospects in a report to the Development and Deputy Development Directors for potential face-to-face visits.
- Promote Samuel Blythe Society events to secure new legacy pledges and strengthen relationships with existing legators with the goal to increase participation each year.
- Work with the Development Director and Communications Associate to create new literature to attract support.

**Donor Engagement**

- Oversee a portfolio of donors and prospects: identify, cultivating, soliciting and stewarding as appropriate. Agreed activity measures to be reviewed on a regular basis.
- Manage enquiries from donors, prospects, and other members and well-wishers in a welcoming, friendly, timely and helpful manner.
• Manage relationship and fundraising coordination for the Friends of Clare Music scheme, working closely with the Director of Music and Chapel Administrators.
• Work closely with the Communications Associate to continue to provide outstanding communications to constituents.
• Work closely with the Alumni & Supporter Engagement Associate to continue the enhancement of the fundraising strategy for year groups representatives, parent volunteers and the Parents’ Fund, with the objectives of growing participation rates and income.
• Work closely with the Events team to continue to provide outstanding opportunities for engagement with and amongst alumni, parents and friends.

**Stewardship**
• Responsible for annual stewardship donor mailing.

**Data, Reporting and Research**
• In partnership with other team members ensure business practices, data entry and research protocols are improved and adhered to.
• Contribute, as required, to the input, reconciliation and reporting of financial data in the Quarterly Report, especially that which pertains to regular giving, annual giving and legacies.
• Monitor and report alumni participation rate periodically as required.
• In partnership with other team members maintain the transfer of information between the alumni website and the alumni database (currently Raiser’s Edge), ensuring that information is entered consistently, accurately and in a timely fashion.

**Salary and Conditions**
• The full-time post (36¼ hours per week) is offered at a salary of £30,000-£34,000, with 26 days annual leave per annum (excluding Bank Holidays).
• There will be a six-month probationary period.
• The post-holder will be eligible to join the College’s contributory pension scheme.
• Lunch available.
• Clare College is a non-smoking environment.