St Catharine's College
Cambridge

Alumni Relations and Events Officer
Job Description

Reports to: Alumni Engagement Manager
Hours of Work: Full time hours are 37.5 per week
Remuneration: Salary in the region of 29,500 - £32,500 FTE per annum

Primary responsibility

The Alumni Relations and Events Officer is responsible for overseeing the day to day running of the Alumni and Development Office's (ADO) events programme and assists the Alumni Engagement Manager with alumni communications.

Main duties and responsibilities:

Alumni relations and events

The individual will have responsibility for running the ADO events programme, organising and managing the arrangements for a wide range of in person and digital events including but not limited to:

- Donor stewardship events such as the 1473 Foundation Gala and the Benefactors' Garden Party
- Year Group Reunions
- Subject-focused events
- Clubs and Societies events
- Regional and overseas events
- *Ad-hoc* events

Responsibilities include:

- Collaborating with the Alumni Engagement Manager to plan and deliver initiatives and events to support the ADO fundraising and alumni relations programmes.
- Preparing, in conjunction with the Alumni Engagement Manager, the ADO events budget.
- Managing all aspects of the events, including: booking venues, budgeting, preparing invitations, recording responses, liaising with the College's Conference and Catering Department and external venues and suppliers, liaising with Fellows, students and staff in the organisation and delivery of events, preparing table plans.
- Setting up and running live online events.
- Providing support to alumni organising College-related events.
- Responding to general queries from alumni and the wider College community.
- Attending fundraising, stewardship and other events as appropriate.

Communications

- Ensuring events are communicated widely, including on the website, through social media platforms, via the alumni e-newsletters, and in other ways.
- Supporting the Alumni Engagement Manager with the ADO communications activity such as social media, digital communications, video creation, and printed publications.

The success of the ADO depends on the flexibility and ethos of its staff. The Alumni Relations and Events Officer should be prepared to engage in other activities and work on projects of importance to the development programme and to the College as required. The role requires some work in the evenings and at weekends (for which time in lieu will be given) and may require some travel in the UK.

Person specification

Qualifications and experience:

- Educated to degree level, or equivalent.

Experience, skills and attributes:

- Experience of organising and delivering in-person and online events.
- Experience of successfully delivering events in budget.
- Experience of CRM databases, ideally Raiser's Edge and NXT.
- First aid qualification (or willing to undertake training)
- Keen attention to detail.
- Strong written and verbal communication skills, digital and numeracy skills.
- Excellent IT skills including use of MS Office (including Word, Excel, PowerPoint).
- Experience with communications and design programmes such as Adobe Creative Cloud Suite (InDesign, Photoshop, Premiere Pro and Illustrator) would be desirable.
- Experience with events management software – Kx and PerfectTablePlan – would be helpful but not essential.
- Strong organisational skills and be able to work calmly under pressure, manage multiple projects, and prioritise work to meet deadlines.
- Excellent interpersonal skills with the ability to form positive relationships with alumni, Fellows, students, staff, volunteers, and other stakeholders.
- Comfortable working on own initiative and as a part of a small team.