



## CAMPBELL COLLEGE

Est 1894

### **JOB DESCRIPTION**

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|------------------------|--|
| <b>Title of Post:</b>  | Development Assistant                                    |
| <b>Responsible to:</b> | Development Director                                     |
| <b>Hours of Work:</b>  | 37.5 hours per week<br>(Monday - Friday 8.45am - 4.45pm) |
| <b>Salary:</b>         | £16,000 - £18,000 per annum                              |

Working within the Development Team this role will provide key support for the delivery of the overall development strategy. In particular, this role will focus on supporting the delivery of the College's Engagement and Fundraising Strategy.

The role includes shared responsibility for supporting three key areas:

- **Reputation:** To promote, protect and maintain the reputational image of the College.
- **Recruitment:** To drive recruitment for Junior, Senior and Boarding sections of the College through effective and targeted marketing campaigns.
- **Relationships:** To build engagement with key stakeholders both inside and outside the College ensuring a sustainable and positive positioning of the College in the long term.

It is hoped that this role will support the development of a strong culture of giving to support the overall wider development of the College.

#### **Key Function:**

Working within the Development Team this role will provide key support for the delivery of the overall development strategy as part of the Development Team and under direction from the Development Director.

#### **Aim:**

- To support engagement with key stakeholders both inside and outside the College.
- To support Old Campbellian (OC) engagement, parent engagement and a public benefit strategy.
- To support the delivery of the College's fundraising strategy.

## **Role and Responsibility:**

### **Engagement**

- Drive the delivery of the (Toucan Tech) online community portal for CCB and the associated database;
- Support the OC Society in the delivery and management of their (Toucan Tech) online community portal and the associated database, under guidance from the OC Society Manager;
- Support the delivery of OC Society Social Media under guidance from the OC Society Manager;
- Administer and update stakeholder records and profiles across both Toucan Tech Platforms;
- Ensure all data complies with GDPR and;
- Ensure data is cleansed on an annual basis liaising with Toucan Tech.

### **Engagement Events:**

- Support the management and the delivery of CCB engagement events (e.g. Leavers BBQ, Stewardship Events) as and when needed;
- Support the management and the delivery of specific donor events, Invitational Lunches or Tea with the Headmaster etc.
- Support the organisation of travel for donor and fundraising visits.

### **Fundraising:**

- Support the Development Director and Headmaster in all aspects of fundraising;
- Carefully administer records relating to donations (ensure all gifts are promptly recorded and thanked, Gift Aid and pledge instalments dealt with and ensure pledge instalment reminders are sent in a timely and appropriate manner);
- Ensure gifts through third-party payment providers are recorded accurately, and that all gift records are properly reconciled against the school's management accounts through liaison with the finance department;
- Ensure the Donor Pipeline on Toucan Tech system is kept up to date.
- Ensure Stewardship letters are issued in a timely and appropriate manner.
- Support the coordination of major fundraising initiatives as and when required.
- Support the Development Director in the production of Board reports, financial reports and any other fundraising related administration required.
- Support the compilation of funding applications as required

### **Communications:**

- Assist the Development Director in the comprehensive communications programme that engages OCs, supporters and friends of the College, as well as current staff and pupils;
- Ensure all fundraising and engagement communications meet brand guidelines and, in conjunction with the Marketing & Admissions Officer, ensure a consistency of message with core CCB marketing and communications activity;
- Assist the production of copy for fundraising and donor communications;

- Administer the production and mailing of the department's communications.

**Administration:**

- Support the Director of Development with administration tasks and diary management
- Provide administrative support to the development office as required and agreed.

**Other:**

Other duties as and when required under the direction of the Development Director.

**Essential Criteria:**

- ❖ Strong communication skills - both verbal and written;
- ❖ An understanding of the College and the wider education sector;
- ❖ Strong computer skills, including excel;
- ❖ An understanding/experience of working with digital communications and platforms;
- ❖ Strong interpersonal skills and an ability to build strong relationships.

**Desirable Criteria:**

- ❖ Either 2 years' experience in event management/engagement **or** a relevant degree;
- ❖ An understanding/experience of database management and CRM systems;
- ❖ Experience working within a small team.

Completed Application Form and Monitoring Questionnaire should be returned to:

Mrs Leigh Crawford, Headmaster's secretary  
Campbell College, Belmont Road, Belfast, BT4 2ND  
Email: [lcrawford842@c2ken.net](mailto:lcrawford842@c2ken.net)

**Closing date: Monday 28<sup>th</sup> June at 12noon**  
Late applications will not be accepted