



AMPLEFORTH COLLEGE

DEVELOPMENT ASSISTANT

Job Description

To assist the Head of Development and wider Development team in all aspects of administration and support to enable the College's supporter engagement and fundraising activities. The Development Assistant will help manage the College's Development Database, assisting with data input and ongoing data projects, including research into potential donors and supporters. To support the wider team in engagement and fundraising activity, including communications and social media support as required. Providing support for events including booking venues, coordinating invitations, RSVPs and follow up after events. Ensuring the smooth operation and reporting of all giving towards Ampleforth College, including gift processing, analysis and preparing financial reports. Acting as an assistant to the Head of Development to manage a calendar of activity, maintain positive and timely communications with prospects and donors, and support the delivery of fundraising and engagement events. Acting as Secretary to the Trustees of the Ampleforth Society by setting the meetings calendar, collating papers for Society Trustee meetings, and other duties as agreed. Carrying out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation. Satisfy all criteria and checks relating to suitability to work in a school environment.

Main Duties

- Provide administrative support to the Head of Development, and the wider Development team, as required by the Head of Development.
- Act as a first point of contact for Old Amplefordian and donor enquiries to the department.
- Help manage department shared inboxes, responding to enquiries or triaging to ensure they reach the appropriate staff members.
- Working with the Development Database and Research Manager to maintain thorough, accurate and up-to-date records on the CRM database (Raisers Edge) including inputting details of new Alumni and Parents, updating contact details and other core tasks. Support the Head of Development and the wider team to ensure all developments related to donors and supporters are up to date
- Undertake processing of all donations received by the College, ensuring donors are thanked appropriately and financial reports are prepared monthly, as well as ensuring regulatory compliance is maintained.
- Support the delivery of a programme of prospect/supporter/alumni cultivation and stewardship events. Managing invitations, RSVPs, venue bookings and other tasks. Assisting at events as agreed with the Head of Development (may require some out of hours working)

- Support the Head of Development to ensure their portfolio of prospects is managed and expectations and obligations met.
- Undertake research and prepare materials to support the Head of Development, Development Manager (Philanthropy) and Senior Leaders to have the most effective interactions with potential donors and supporters.
- Act as Secretary to the Society Trustees to ensure their meetings schedule is maintained and communicated and papers prepared. Attend meetings to take minutes.
- Support communications and engagement as required, including email communications, websites, print publications and social media
- Take care of your personal health and safety and embrace a positive culture that promotes Child Protection and protects the health and safety of all.

Resources Managed

Direct reports: 0

Budget: 0

Line Manager and Annual Appraisal Reporting Officer

Head of Development