The Development & Alumni Relations Office

The Development and Alumni Relations Office (DARO) at Corpus Christi College is responsible for raising funds and enabling 6,400 alumni and friends to keep in touch with their College, to promote their lifelong association and support. Corpus has a motto, ‘Floreat Antiqua Domus’, a Latin phrase, which translated means ‘May the Old House Flourish’. By joining the team, you will help to achieve this, ensuring the College’s continued success in every aspect of work that you do. Through your work managing the alumni relations and events, you will enable the College to understand and build relationships with its current and future alumni community.

About us

Corpus Christi College is the sixth oldest college in the University of Cambridge. Founded in 1352 by the Guilds of Corpus Christi and the Blessed Virgin Mary, it bears the distinction of being the only College in Oxford or Cambridge founded by their citizens. The College has a 650-year commitment to teaching and research, carried out on the site of its original foundation in the heart of mediaeval Cambridge. It provides an academic and residential environment for approximately 60 Fellows and c550 students (300 under-graduates and 250 post-graduates), and currently employs approximately 120 staff. The main site is located in central Cambridge. Other accommodation is provided in five main satellites, including the extensive complex at Leckhampton in Grange Road, which provides accommodation for both students and Research and Visiting Fellows. The College’s Parker Library houses a collection of manuscripts of world-historical significance. The Library is named after a former Master, Archbishop Matthew Parker.
Our College Staff Values

The College statutes state that the objective of the College is “as an institution working for the public benefit, following the desires and intentions of the original founders of the House, is to maintain and support a college within the University of Cambridge for the advancement of education, research, learning and religion”.

Corpus Christi College is committed to developing and maintaining a positive working culture through building an inclusive and friendly environment for all. The College encourages innovation and creative approaches to challenges in the present and the future while remembering the traditions and beliefs on which the institution was founded. To support this aim, we have developed a set of core staff College Values that will guide our behaviour as a community and help to steer us along our journey towards meeting the objective of the College.

Our Core Values

Excellence
Striving to complete tasks to the highest of standards, taking pride in our work and showing the commitment necessary to deliver the best results.

Collaboration
Working together to achieve our goals, cultivating an inclusive and effective College community.

Respect
Ensuring we work in a friendly environment in which respect is shown to all.

Creativity
Embracing creative and effective approaches to the future, while remaining mindful of the traditions and heritage of the College.
A Letter from Rachel Lawson

Dear Prospective Candidate,

Thank you for your interest in the role of Alumni Relations and Events Manager. I am delighted that you are giving the role serious consideration.

I joined Corpus two years ago and I was in the unusual position of recruiting an entirely new team within a structure that allows us to embrace the next era of alumni relations and fundraising activity.

One of the many delights of working at Corpus is the close-knit nature of our community, which results from being one of the smallest Cambridge colleges. This means that other colleagues are always nearby and usually lunch in Hall, making for a quickly formed network for communication and collaboration.

Corpus is a College that celebrates new ideas amidst old traditions, and the role of Alumni Relations and Events Manager is perfectly positioned to enjoy the features of both aspects of Corpus’ character.

You will take up the role in time to plan and deliver an inspiring programme of events to celebrate the fortieth anniversary of the admission of women to Corpus Christi College. We have had the opportunity to remodel and refocus post-Covid event delivery across the whole College team showcasing our capability to deliver large-scale projects as well as the regular calendar of events and smaller, bespoke occasions.

Alumni relations and event management is an exciting space to be in, and I will be interested to meet you and hear your ideas about how you might contribute to the success of our team.

With Corpus good wishes,

Fellow, Director of Development & Alumni Relations
Role Summary

The role of Alumni Relations and Events Manager is to support the Director of Development and Alumni Relations in the planning and delivery of Corpus Christi College’s alumni relations and development events programme.

The role requires outstanding coordination skills, and includes liaising with the Domus Bursar, Conference and Catering, the President and the Master’s Office to plan the timing and use of College facilities and the organisation of events.

Team Structure - Development & Alumni Relations Office
Job Description

General

- Planning and running all aspects of the College’s alumni events programmes for occasions including, but not limited to: donor stewardship events, reunion dinners, committee or board meetings, subject society dinners, garden parties, sporting events, networking events, overseas events.
- Acting as the main interface with the College President, Conference and Catering, Accommodation and the Master’s Office, ensuring outstanding communication and liaison, and timely briefing of all College staff involved in events.
- Advertising, marketing and communicating the events programme to alumni and the college community through invitations, website notifications and news broadcasting, liaising with the Head of Communications.
- Interacting with, involving and building productive relationships with the whole college community, with particular consideration for student involvement in the alumni events programme.
- Developing relations with students, adding value to their time at Corpus and raising awareness and interest in the value of College’s alumni relations once they graduate.
- Alumni interactions with the College’s student societies and other groups such as the Boat Club, Law, Medicine, and Engineering – developing their relationships with alumni and adding value to the College’s cultural and interdisciplinary life.
- Ensure that volunteers, including Fellows, are engaged in support of the programme of events and alumni relation activities.

Specific Events

- Responsibility for the annual Beldam and MacCurdy dinners, the Corpus Association events, including regional events and the annual London dinner. It is expected that the postholder will normally attend these events.
- Creating, managing and maintaining relationships with regional alumni representatives to provide a worldwide programme of alumni events.
- Collaborating with CUDAR and CAm events teams when Corpus alumni are in attendance at their events.
- Organising and attending the annual donor event for members of the 1352 Foundation Society and other donors.

Alumni Relations

- Dealing with alumni queries, acting as the first port of call for College information relating to all matters including dining, accommodation, keep-in-touch and alumni privileges, directing alumni to the appropriate department.

Probationary Period/Notice

The appointment is subject to an initial probationary period of 6 months.

The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Director of Development and Alumni Relations. The list of duties may be subject to revision at the end of the probationary period.
Person Specifications

Education/Qualifications
- Degree educated (or equivalent)

Knowledge/Experience
- Minimum of 3 years experience of alumni relations and events
- Experience of working in an events fundraising environment working in events at an Oxbridge college would be an advantage
- Experience of creating a virtual programme of events
- Event project management experience with a flair for creating the right atmosphere and ‘theatre’ around an event
- Track record of being a highly effective team player with a friendly, efficient, polite manner
- Good understanding of GDPR within the alumni relations and events space and its impact on database management, data retention and consent
- Understanding of the complex nature of a Cambridge College or willingness to learn quickly
- Knowledge of payment procedures and transaction services tools such as card payment platforms

Skills
- High level of expertise in building relationships with students, staff, Fellows and alumni
- An excellent command of written English, with the ability to write clearly and correctly in different formats - invitations, letters, reports, minutes
- Ability to manage own time and events timing effectively, and monitor performance against deadlines and milestones
- Excellent interpersonal and hosting skills, demonstrating respect for the formalities and understanding of social etiquette within a Cambridge college
- Methodical and structured ways of working, with a keen sense of forward planning, prioritisation and execution skills
- Ability to manage time effectively and monitor performance against deadlines and targets
Person Specifications

IT Skills
- MS Office skills including Excel, Word, PowerPoint
- Experience and understanding of databases, preferably Raiser’s Edge, digital communications and online media tools
- Mastery in word processing, letter writing, emails, presentations
- Command of event management tools such as Perfect Table Plan and Kx
- Diary and committee management systems (MS Exchange, Moodle, Doodle) and of meeting platform tools such as Zoom/Teams
- Expertise in hosting live virtual events

Personal Qualities
- Meticulous attention to detail to drive continuous improvement
- Positive outlook and a strong sense of personal responsibility and resilience
- High standards of diplomacy, discretion and courteousness
- Enjoyment of routine aspects of the role
- Proactive problem solver with great initiative and results-driven approach
- Confident, organised and flexible
- Values and promotes teamwork

Desirable
- Experience of working in a collegiate environment is an advantage
- Raiser’s Edge or other database knowledge
- Knowledge and experience of digital events

This job description will be reviewed periodically when additions and amendments may be made.
Remuneration & Benefits

Remuneration
£32,000 - £35,000 dependent upon skills, abilities and experience.

Hours of Work
The hours of work are 37.5 hours per week (9.00am until 5:30pm - with one hour for lunch). Occasional evening/weekend work will be required, for which time off in-lieu will be given.

Holidays
Paid leave is given for 27 working days and 8 Bank Holidays (or equivalent) per year. It is expected that annual leave will be taken outside Full Term.

Pension
All eligible staff will be auto-enrolled onto the National Employment Savings Trust scheme (NEST) which is a contributory pension scheme. Further details are available from the Finance Office or HR.

Healthcare
The College offers a contributory Private Medical Insurance Healthcare scheme and a cash-back health plan, available to all permanent staff. This is non-contributory and is a taxable benefit.

Death in Service
The College provides a Death in Service benefit at 2x basic gross annual salary for all permanent employed staff (not casual or temporary) under the age of 70.

College Facilities for Staff
Staff are welcome to attend many College events, as well as various social events for staff members. Staff may also use the sports facilities at Leckhampton, which include squash, tennis courts and gym.

Meals
A lunch allowance is also an added benefit, for use either in the College Hall or in the Pelican Bar.

Car Parking
Car parking is normally available, although not guaranteed.

Tax Free Childcare Scheme
The College operates the Government’s childcare scheme which has replaced the previous childcare voucher scheme.

The College is an equal opportunities employer
How to Apply

Complete our Application Form and Equal Opportunities Form. Enclose your current Curriculum Vitae, if available (preferred).

Explain your interest in the position and how you fit the role as described in the Job Description/Person Specification, in a covering letter.

Send your completed application by email to HR at recruitment@corpus.cam.ac.uk.

Enquiries
Further enquiries about your application may be made by email to the HR department at recruitment@corpus.cam.ac.uk.

For an informal conversation about the role you may contact the Director of Development and Alumni Relations, Mrs Rachel Lawson to organise a telephone conversation. You can contact Rachel by email on development.director@corpus.cam.ac.uk.

Closing Date
The closing date for applications is 18 September at 12 Noon. No initial acknowledgement of the receipt of applications will be made, but all applicants can expect to hear from the College shortly after the closing date for applications. Please note that the closing date for this post may be brought forward if there is a high volume of applicants or extended if there are insufficient applicants. Early applications are encouraged.

Interviews
Interviews will take place on 21st & 22nd September 2023.