



JOB DESCRIPTION & PERSON SPECIFICATION

Alumni Relations & Events Officer

OVERVIEW

The Alumni Relations & Events Officer is part of the Development and Alumni department at Dulwich College, which consists of:

- **Director of Development**
- **Head of Engagement**
- **Database and Operations Manager**
- **Philanthropy Manager**
- **Donor Engagement Officer**
- **Development Officer**
- ***Alumni Relations & Events Officer***

The department is responsible for reaching an ambitious annual fundraising target, providing administrative support to the Old Alleynian Association, coordinating events and communications for Old Alleynians (OAs) and the Dulwich community.

The Alumni Relations & Events Officer reports to the Head of Engagement.

Additional key relationships:

- The Master
- Secretary of the Old Alleynian Association
- Old Alleynian Association Committee
- College Events Team (Facilities and Catering)

KEY RESPONSIBILITIES

Alumni Relations

1. Act as a first point of contact for all OA enquiries received by telephone, post, email, in person or through online social media
2. Respond to enquiries in a welcoming, timely and effective manner, either personally or by directing the matter to the appropriate individual
3. Develop and maintain strong working relationships with members of the alumni committee (the Old Alleynian Association) and volunteers throughout the UK and across the world, and support their work on behalf of the OA network

Events

1. Deliver Development and OA events to an extremely high standard, working with colleagues both in the Development office and wider College, as well as volunteers and external suppliers
2. Work with Development office colleagues to generate invitation lists for individual events
3. Produce relevant marketing materials for events and promote activities through OA and College print and electronic media
4. Register alumni for events and record any specific requests
5. Ensure that events are delivered to a high standard and within budget limits
6. Liaise with and co-ordinate the efforts of OA club/society secretaries and regional/overseas OA network leaders, providing them with administrative support for their events and activities
7. Attend OA and other Development office events as required
8. Co-ordinate volunteers and supervise pupil ambassadors at events
9. Co-ordinate a timely and effective follow-up with guests after each event
10. Co-ordinate timely and effective internal event evaluations

Communications

1. Work with the Old Alleynian Association Secretary to assist in the production and distribution of the annual *Old Alleynian Association Magazine*
2. Assist with the creation and distribution of other Development office communications and publications, including the OA e-Bulletin and other announcements/correspondence as required
3. Draft and upload content for the OA & Development section of the College website
4. Prepare and upload content for the Development office's social media pages
5. Co-ordinate the delivery of postal and electronic mailings

Database

1. Work with the Database and Operations Manager to ensure that database records are accurately and efficiently maintained with information received in response to general enquiries, update forms, events, research and other correspondence
2. Create and run queries and produce exports and reports for the purposes of assisting with communications, publications and events

Other

1. Treat all information received in an appropriate manner and at all times demonstrate discretion and comply with the provisions of the Data Protection Act 1998 and the College's own privacy policies
2. Prepare materials, reports and presentations as required
3. Perform other duties as may reasonably be required

PERSON SPECIFICATION

1. Essential Attributes

- a. Experience of organising events
- b. Discretion and experience of working with confidential data
- c. An interest in education and alumni relations work
- d. Excellent written and oral communication skills
- e. Strong interpersonal skills and an ability to develop close working relationships with colleagues, volunteers and external suppliers
- f. Excellent organisation skills and an ability to prioritise
- g. Attention to detail
- h. Proven IT skills, including: Microsoft Word, Excel and Outlook; databases (preferably The Raiser's Edge)
- i. Flexibility and a willingness to work out of regular office hours and to travel

2. Desirable Attributes

- a. Experience of using The Raiser's Edge
- b. An interest in fundraising within education
- c. Educated to degree level (or equivalent)

OUTLINE TERMS & CONDITIONS

Salary:	£30,000 to £33,000 per annum, depending on experience
Working Hours:	37.5 hours per week, Monday to Friday, with a one hour unpaid lunch break per day. Normal working hours are 8.30am to 5.00pm. Evening and weekend work may occasionally be required, flexibility is therefore essential.
Holiday:	20 days per annum. In addition, you are entitled to all public holidays together with three additional paid days holiday, which will normally be added to the Christmas holiday. Entitlement increase to 25 days after completion of 5 years' service.
Benefits:	Membership of the Dulwich College Sports Club. Defined contribution pension scheme. A free meal is available at lunchtime in the College dining hall on weekdays.
References:	The appointment is subject to receipt of references satisfactory to the College.
Police Clearance:	The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.
Probation Period:	6 months
Period of Employment:	Permanent