JOB DESCRIPTION

Department: Development Department
Post Title: Student Fundraiser
Reports to: Regular Giving and Legacies Manager
Responsible to: Regular Giving and Legacies Manager

The main responsibilities of the post are:

- To telephone selected alumni to request gifts to the College and update them on news and activities from around the College.

- Keep an accurate and professional record of all calls made using calling software.

- Write short ‘thank you’ postcards to alumni.

Any other duties as required by the Regular Giving and Legacies Manager that are commensurate with the grade, such as administrative help related to the campaign.

Callers are expected to attend a briefing for the evening at the beginning of each session, which takes place in the Computer Centre Annexe on campus.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.