



JOB DESCRIPTION

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| Job Title: | Philanthropy and Alumni Relations Intern |
| Department / Unit: | Marketing and Communications |
| Job type | Casual |
| Grade: | RHUL 3 |
| Accountable to: | Development Manager |
| Accountable for: | N/A |
| Purpose of the Post | |
| <p>The Philanthropy and Alumni Relations Intern will play a supportive role within the AR&P team, assisting in a variety of administrative tasks that ensure smooth operations and contribute to the team's objectives of engaging alumni, stewarding donors, and enhancing content creation efforts. This role is ideal for a detail-oriented individual with a passion for education, relationship building, and philanthropy.</p> | |
| Key Tasks | |
| <p>Database Support:</p> <ul style="list-style-type: none"> • Assist in maintaining and updating alumni and donor databases to ensure accuracy and completeness, including, processing update forms and event registrations. • Assist with alumni and donor research ensuring researched information is updated on the database. | |
| <p>Donor Stewardship:</p> <ul style="list-style-type: none"> • Assist in the preparation and distribution of donor acknowledgment letters, stewardship reports, and other communications. • Support the planning and execution of donor appreciation events and initiatives. • Contribute to the development of creative stewardship strategies that enhance donor relationships and loyalty. | |
| <p>Content Creation:</p> <ul style="list-style-type: none"> • Assist in creating engaging content for various platforms, including newsletters, social media, and the AR&P website, to highlight alumni achievements, donor impacts, and upcoming events. • Support the collection and organization of content, including stories, testimonials, and images, from alumni and donors for use in communication materials. • Collaborate with the AR&P team to develop content calendars and ensure timely execution of communication plans. | |

Event Support:

- Provide logistical support for the planning and execution of alumni and donor events, including virtual and in-person gatherings.
- Assist in the registration process, event set-up, and follow-up communications.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department: Marketing and Communications

| | Essential | Desirable | Tested by Application Form/Interview/Test |
|--|-----------|-----------|---|
| Knowledge, Education, Qualifications and Training | | | |
| Educated to A Level standard or equivalent | X | | Application form |
| An understanding of Philanthropy (Fundraising) & Alumni Relations | X | | Interview |
| Skills and Abilities | | | |
| An excellent standard of written English, with good copywriting skills | X | | Application form/Test/Interview |
| The ability to effectively engage with a range of stakeholders | X | | Interview |
| Excellent IT skills | X | | Application form/Test |
| Excellent organisational skills with a good eye for detail | X | | Application form/Test |
| The ability to work independently to deadlines | X | | Application form/Test |

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| Experience | | | |
| An interest in and experience of using key social media platforms and good written communication skills | X | | Application form |
| Other requirements | | | |
| Team player with a proactive, positive and enthusiastic approach | X | | Interview |
| Trustworthy, with an appreciation of the requirements of handling sensitive data | X | | Interview/Test |