

Alumni Events Officer

Reporting to: Fellow for Development

Overview: This is an opportunity for an energetic and ambitious events professional to join a high-performing team as Clare College plans for its 700th anniversary in 2026 and works towards exceptional and sector-leading alumni engagement.

The Alumni Events Officer plays a critical role in building mutual beneficial, lifelong relationships with alumni and supporters. The role has particular responsibility for an extensive programme of events (UK and overseas, in-person and hybrid) to engage, cultivate and thank alumni and donors.

The success of the Development Office depends on the flexibility and ethos of its staff. The role holder will be required to participate in activities outside the core job description that are important to the overall development programme and the College. The role requires some travel in the UK (and potentially overseas), and regular work in the evenings and at weekends.

JOB DESCRIPTION

Events Management

- Manage the full programme of events for alumni engagement, donor cultivation and stewardship, liaising closely with other relevant College departments and external suppliers as required. Tasks include (but are not limited to) creating event proposals, risk assessments, budgets, timetables, invitations, booking forms, menus, seating plans, guest lists, briefing notes, and information for guests.
- Maintain the events pages of the alumni website and work closely with the Communications Manager to promote events.
- Work with the College Communications Manager to coordinate events mailings.
- Record responses and respond to enquiries accurately and in a timely fashion.
- Manage the events budget, processing invoices and recording expenditure and income accurately and in a timely fashion.
- Ensure all staff are fully briefed ahead of events.
- Attend all alumni engagement events to ensure their smooth running.
- Ensure post-event clear-up, thanks, analysis and reporting.
- Keep the events programme under constant review, suggesting enhancements or changes in light of sector best practice.
- Provide reasonable administrative support for alumni running their own events.
- Welcome alumni visiting the College as and when required.
- Assist with planning and running events for current students, including careers events and graduation, in support of building lifelong alumni engagement.

Data and Reporting

- As a member of the Development Office team, ensure business practices, stewardship and data entry standards are met and enhanced.

Other Duties

- Represent and promote the Development Office within College, including with current students, at alumni and donor events, and within the Cambridge development community.
- Perform such other duties as may be required from time to time by the Fellow for Development to contribute to the overall success of the College's development programme.

PERSON SPECIFICATION (E = Essential, D = Desirable)

Qualifications

- Educated to degree level or equivalent experience (D)

Skills and Experience

- Experience of planning and running successful events (E)
- Competence with MS Office suite and relational databases (E)
- Previous experience of alumni relations within an educational institution (D)
- Experience of the Raiser's Edge (D)
- Experience of working with platforms such as Mailchimp, SurveyMonkey and Zoom (D)

Attributes

- Excellent communications skills, oral and written (E)
- Excellent organisational and planning skills
- Accuracy and keen attention to detail (E)
- Ability to manage multiple tasks and work calmly and accurately under pressure (E)
- Ability to learn quickly and think creatively, with a positive approach to problem solving (E)
- Tact, diplomacy, resilience and self-awareness (E)
- A helpful, friendly, polite and approachable manner (E)
- Ability to form positive relationships with a wide range of stakeholders and current/potential supporters (E)
- Strong commitment to the ethos and purpose of the College (E)
- Ability to work alone and as a part of a team (E)

DETAILS

Hours of Work

The usual hours of work are between 8.45am and 5pm, Monday to Friday (36.25 hours a week), but flexibility and some evening and weekend work is required. TOIL may be given at the discretion of the line manager. The role holder is entitled to 26 days' holiday per year, plus public holidays.

Salary and Conditions

Remuneration will be between £28,000 and £30,000 depending on experience. There will be a six-month probationary period. The role holder will be eligible to join the College's contributory pension scheme after three months' service. Lunch is available.

Clare College is a non-smoking environment.