

**Swyddog Rhoddion Unigol  
Datblygu a Chysylltiadau Alumni**  
Gradd 5: £21,843 - £24,565 y flwyddyn

*I hyrwyddo gweithlu hyblyg, bydd y Brifysgol yn ystyried ceisiadau gan unigolion sy'n ceisio am swydd gyda threfniadau gweithio llawn amser, rhan amser, rhannu swydd, neu yn ystod y tymor yn unig.*

Mae hwn yn gyfle rhagorol i ymuno â'r Swyddfa Datblygu a Chysylltiadau Alumni (DARO) ar gyfnod cyffrous yng nghynlluniau'r adran wrth i ni fynd ati i ymgysylltu ymhellach gyda'n 60,000 o gyn-fyfyrwyr ar draws y byd a sicrhau eu cefnogaeth i'r Brifysgol a'i myfyrwyr drwy godi arian, gwirfoddoli a dylanwadu. Bydd yr ymgeisydd llwyddiannus yn gyfrifol am gyflenwi cynlluniau a gweithgareddau i gynyddu cyfraniad alumni i nodau strategol y Brifysgol drwy roddion unigol i Gronfa Aber, y brif gronfa i alumni, ac mewn ymateb i apeliadau ac ymgyrchoedd codi arian, gan gynnwys Apeliadau Canmlwyddiant, prosiectau arbennig ac ymgyrchoedd gwaddol.

Bydd deiliad y swydd yn atebol i'r Rheolwr Cyswllt Alumni a Rhoddion Unigol ac yn cydweithio'n agos gyda chyd-aelod o'r tîm, y Swyddog Cyswllt Alumni, gan gyflawni a datblygu cynlluniau integredig i gynyddu cymorth codi arian yr alumni ochr yn ochr â chynlluniau a thargedau i gynyddu'r nifer o roddwyr a gwerth eu rhoddion dros oes.

Mae'r adran yn ymrwymo i hyfforddi staff mewn amrywiaeth o ffyrdd creadigol i'w galluogi i ddatblygu eu cyfraniad a'u datblygiad proffesiynol yn y swydd.

Ceir rhagor o wybodaeth am y Swyddfa Datblygu a Chysylltiadau Alumni yma: <https://www.aber.ac.uk/en/development/about/>.

Gellir gwneud ymholiadau anffurfiol drwy gysylltu ag Louise Jagger ar [lmj23@aber.ac.uk](mailto:lmj23@aber.ac.uk).

**Cyf: DARO.17.1580**

Am fwy o wybodaeth ac i ymgeisio, ewch i <http://jobs.aber.ac.uk>.

Sefydliad Dwyieithog sy'n gweithredu Cynllun Iaith Gymraeg ac yn ymroddedig i Gyfle Cyfartal.

FEL ARFER FE BENODIR I SWYDDI O FEWN 4-8 WYTHNOS WEDI'R DYDDIAD CAU.



**Individual Giving Officer**  
**Development and Alumni Relations**  
Grade 5: £21,843 - £24,565 per annum

*To promote a flexible workforce, the University will consider applications from individuals seeking full time, part time, job share, or term time only working arrangements.*

This is an excellent opportunity join the Development and Alumni Relations Office (DARO) at an exciting stage of the department's plans as we aim to further engage with our 60,000 alumni around the world and secure their support of the University and students through fundraising, volunteering and influence. The successful candidate will be responsible for delivering plans and activities to increase the contribution of alumni to the University's strategic goals through individual donations to the Aber Fund, as the primary alumni Fund, and in response to fundraising appeals and campaigns, including Centenary Appeals, special projects and legacy campaigns.

Reporting to the Alumni Engagement and Individual Giving Manager and working closely with a fellow team member of the Alumni Engagement Officer, the post-holder will deliver and develop integrated plans to increase the fundraising support of alumni alongside plans and targets to increase the number of donors and the value of their donations over a lifetime.

The department is committed to training staff in a range of creative ways to enable them to develop their contribution and professional development in the role.

Further information on DARO can be found at <https://www.aber.ac.uk/en/development/about/>

To make an informal enquiry, please contact Louise Jagger at [lmj23@aber.ac.uk](mailto:lmj23@aber.ac.uk).

**Ref: DARO.17.1580**

For information and to apply, please go to <http://jobs.aber.ac.uk>.

We are a Bilingual Institution which operates a Welsh Language scheme and is committed to Equal Opportunities.

APPOINTMENTS ARE NORMALLY MADE WITHIN 4-8 WEEKS OF THE CLOSING DATE.

### **Further Particulars (Yn Saesneg yn Unig)**

**This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and/or the addition of any other reasonable duties.**

#### **Purpose**

The post-holder will deliver plans and activities to increase the contribution of alumni to the University's strategic goals through individual donations to the Aber Fund, as the primary alumni Fund, and in response to fundraising appeals and campaigns, including Centenary Appeals and special projects.



Reporting to the Alumni Engagement and Individual Giving Manager and working closely with a fellow team member of the Alumni Engagement Officer, the post-holder will deliver and develop integrated plans to increase volunteering support of alumni alongside plans and targets to increase the number of donors and the value of their donations over a lifetime.

The post holder will work closely with the DARO Database Office / Manager to ensure the effective recording and analysis of data on alumni in support of plans and evaluation and the presentation of this to stakeholders in AU departments including Marketing, Careers, International Office, Vice Chancellor's Office and academic departments and Institutes, including at Manager level.

## Main Duties & Responsibilities

- To co-ordinate the content and production schedules for the Aber Fund fundraising initiatives, including materials to attract new donors and to thank and further develop relationships with existing donors.
- To co-ordinate projects and activities to test the effectiveness of a range of fundraising communications including the telephone in support of the above.
- To update related content on the DARO website and social media channels and respond to and process fundraising enquiries from the on line alumni community.
- To respond to postal, email and telephone enquiries from donors and prospective donors and process these efficiently and in ways that enhance fundraising relationships and affinity and to the highest standards of donor care.
- To co-ordinate the content and design of the Annual Giving report (included in the annual alumni magazine PROM) within the overall PROM production schedule.
- To create motivating and cost effective ways of thanking and recognising the contribution of individual donors to the University and students.
- To support the Alumni Engagement and Individual Giving Manager in the research, communication and development of the Case for Support and fundraising propositions (statistics, case studies, photos and videos) for the Aber Fund and other individual giving campaigns, liaising with departments (including Student Support, International Office, Sports Centre) and academic departments and the Student Union and Nightline.
- To support the Alumni Engagement and Individual Giving Manager in the tracking and allocation of income donated to the Aber Fund and other individual giving campaigns and appeals and related reporting to internal departments and Finance.
- To support the Alumni Engagement and Individual Giving Manager in the co-ordination of the internal application process for grants from the Aber Fund and individual giving campaigns, including responding to queries, processing applications forms and collating data to assist monitoring processes, the development of the case for support and maximise media opportunities.
- To assist in the co-ordination of alumni events attended by individual donors and prospects, including annual Donors reception, Founders Day events, Royal Welsh, Eisteddfod, and major reunions, including international events. To work with the University's Events Officer (Marketing) and DARO Administrator/PA on high profile events led by the Director.
- To co-ordinate the design and production and storage of individual giving materials including pop up stands, posters and leaflets and liaise with internal and external suppliers.
- To report on progress against activities and projects to the Engagement and Individual Giving Manager and propose remedial measures where required.



- Liaise with the Alumni Engagement Officer to maximise synergies of all communications and activities.
- Liaise with the Database Assistant to ensure maximum opportunity for data capture and enhancement from all individual giving communications and activities in line with AU and DARO policy on data protection and privacy regulations and to support analysis and evaluation.
- To provide briefs to the Manager and Director on individual donors to support their relationships with key alumni.
- To alert the Engagement and Individual Giving Manager of any potential risks to the University's reputation arising from a complaint/concern expressed by an individual donor or prospect.
- To work flexibly within the DARO team and contribute to the development and delivery of the DARO departmental strategy.
- To undertake health and safety duties and responsibilities appropriate to the post.
- To be committed to the University's Equal Opportunities and Diversity Policy, together with an understanding of how it operates within the responsibilities of the post.
- To be committed to your own development and that of your staff through the effective use of the University's staff development and performance review.
- Any other duties reasonably requested.

## Person Specification

Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent relevant experience;</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing, Sales, Fundraising or project management qualification;</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of communicating with individuals to increase affinity and levels of active engagement and support in a fundraising, sales or marketing environment;</li> <li>• Experience of co-ordinating written and visual content across a range of media in support of communications plans to engage individuals and build affinity;</li> <li>• Experience of interpreting and analysing basic financial data and willingness and aptitude to be trained to develop skills further;</li> <li>• Experience of working as part of a team and negotiating with team members to achieve joint objectives;</li> <li>• Experience of working and negotiating with external suppliers;</li> <li>• Experience of delivering high standards of customer care;</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of co-ordinating individual giving fundraising projects or programmes to targets;</li> <li>• Experience in a Higher Education setting;</li> <li>• Experience of co-ordinating communications with senior managers;</li> <li>• Experience of assisting in the planning and delivery of engagement events;</li> </ul>



<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of relational databases;</li> <li>• Ability to use Microsoft Word, Excel and PowerPoint or ability to be trained;</li> </ul>	
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Strong verbal and written communications skills with the ability to draft letters for their line manager and to recommend on the approach and style of communications to senior staff in the department;</li> <li>• Ability to develop and maintain strong relationships with a wide range of people, and inspire trust and confidence through high levels of personal effectiveness, sensitivity, judgment, tact and discretion;</li> <li>• Excellent negotiating skills.</li> <li>• Ability to work and prioritise on own initiative, to work flexibly and to manage multiple priorities including under pressure;</li> <li>• Ability to use initiative and to present options for continual development and improvement in activities;</li> <li>• Ability and willingness to travel and to attend commitments outside normal office hours;</li> </ul>	
<p><b>Welsh Language</b></p> <ul style="list-style-type: none"> <li>• An ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually.</li> </ul>	<ul style="list-style-type: none"> <li>• Oral (spoken) and Witten Welsh Level A1.*</li> </ul>

\* Oral (spoken) and Witten Welsh Level A1. I can :

- interact in a simple way provided the other person is willing to speak slowly, repeat or rephrase things, as well as being willing to help me
- use basic expressions and phrases, e.g. introduce myself or another person,
- ask and answer questions on familiar topics e.g. 'Where do you live?'
- write a short simple message as an email or note, including the time, date and place.
- fill in forms with personal details, e.g. name, address and telephone number.

