



Caithness
Consulting

Executive Search by Professionals, for Professionals
Our Experience Makes the Difference



University of
St Andrews

Engaged by our client to recruit an

Alumni Relations Manager

Candidate Information Brief



About our Client

University of St Andrews

The remit of the Development Office is to develop and strengthen the University's position at the forefront of teaching, learning and research by inspiring active participation, investment, and loyalty to St Andrews.

They do this through fundraising for key University priorities and developing mutually beneficial relations with over 70,000 alumni, friends, and benefactors worldwide.

Significant capital projects include the development of a 'New College', the first new academic quadrangle in 300 years, a new Mathematics and Statistics building, the launch of the Mackenzie Institute for Early Diagnosis in the School of Medicine, and renewed commitment to growing scholarship support.

The University is in the quiet phase of the Campaign but the ambitious £300 million Campaign will be launched in 2024.

Scholarships

Exceptional students are the lifeblood of any university. Enabling the brightest and best students to attend the University of St Andrews is driven by its strategic aims to be both diverse and internationally excellent.

The University is committed to ensuring that students of all backgrounds are afforded the opportunity to become a part of its unique community of learning and knowledge creation.

The support provided through annual giving programmes has retained the University's position as ranking in the top five for Alumni Participation in the UK demonstrating the strength of relationship between the University, alumni, family, and friends. It is vital that the University continues to engage with all donors and encourage new support to ensure this position is maintained and that the student experience continues to be enhanced.

The University was recently ranked top in the United Kingdom, according to The Times and Sunday Times Good University Guide and according to The Guardian University Guide 2024 published in September 2023.

The University is currently embarking on a range of exciting fundraising projects which support the [University Strategic Plan 2022-2027](#).

List of Notable Alumni



Sir Chris Hoy
World champion and
six-times Olympic
champion track cyclist.



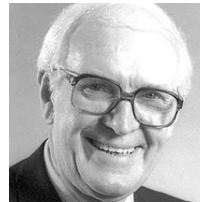
Louise Minchin
Journalist and BBC
television presenter.



John Napier
Mathematician, physicist,
and astronomer.



James II
of Scotland



James Black
Scottish physician
and pharmacologist



Fay Weldon
English author, essayist
and playwright.



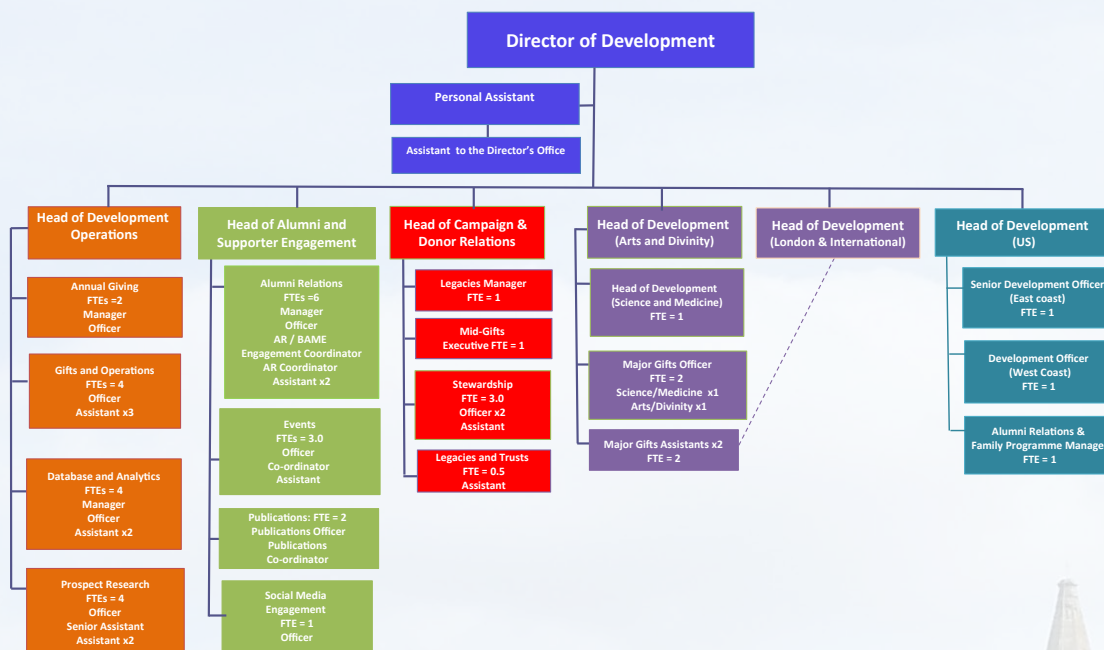
| At the forefront
of teaching, learning
and research



The Role

Alumni Relations Manager

The role of the Development Office is to develop and strengthen the University's position at the forefront of teaching, learning and research by inspiring active participation, investment and loyalty to St Andrews. We do this through fundraising for key University priorities and developing mutually beneficial relations with over 71,000 alumni, friends and benefactors worldwide



Above all, the post-holder must be passionate about the role that philanthropy plays in supporting higher education for the benefit of society as a whole.

Under the University's hybrid working policy there will be the opportunity to blend working from home with some time spent in the office, with an expectation of two - three days of normal working hours office based.

Applications are particularly welcome from women, people from the Black, Asian and Minority Ethnic (BAME) community, and other protected characteristics who are under-represented in professional posts at the University.

Equality, diversity, and inclusion are at the heart of the St Andrews experience. The University strives to create a fair and inclusive culture demonstrated through its commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter, Race Charters and Stonewall). It celebrates diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network.

Full details available online: www.st-andrews.ac.uk/hr/edi

Driven to be diverse
and internationally
excellent



Skillset & Experience

This is an ideal opportunity for a high-performing engagement professional who has proven experience of developing an impactful alumni relations strategy or has experience of working in a similar membership services or marketing/communications role within the charitable, heritage or educational sector.

You will work alongside the Head of Alumni and Supporter Engagement to devise strategy around enhancing Alumni engagement and motivate the team to deliver all elements of the strategy. As well as Alumni engagement you will further develop the successful Family Programme and Student Engagement Programme, maximizing opportunities for engagement with a variety of audiences.

You will be used to working within a fast-paced organisation, demonstrating the ability to respond to unfolding circumstances.

You must possess outstanding interpersonal and communication skills, capable of forging collegial and productive working relationships with a broad range of personality types and styles.

As co-editor of Chronicle, the annual magazine for alumni and donors, and contributor to other important publications both printed and digital, you will be a confident, creative writer, with an eye for detail and impeccable grammar.

You must have unquestioned integrity, curiosity, and the ability to listen and learn from others. Comfortable working in a purposeful and rapidly evolving environment, you should possess:

- Experience in devising a strategic plan and leading a team to implement it.
- An understanding and commitment to the Alumni Relations function as a key component within the advancement of higher education.
- Experience in prospect research, fundraising, relationship management or marketing.
- Excellent written and verbal communication skills required to deal effectively with people at all levels including senior University staff, key donors, alumni volunteers and students with a high degree of authenticity and integrity.
- Excellent verbal, writing and presentation skills and the ability to manage competing priorities and deadlines.
- Significant experience in people management.
- Ability to absorb and analyse financial information and to prepare and present budget breakdowns.
- Experience of writing high quality material for publication in print and digital publications and of delivering engaging content for social media.
- Expertise in use of Raiser's Edge or other alumni /membership / relational database including proficiency in querying, exporting, and analysing data for statistical reviews and mailings.

Experience in prospect research, fundraising, relationship management or marketing would be beneficial.



Remuneration Package & Benefits

Flexible working:

You will/may be primarily based at the University of St Andrews's town centre office, with the opportunity to work from home for two - three days a week.

Compensation:

Development salary: £44,414 - £54,421 per annum, depending on skills and experience, supplemented by an attractive benefits package.

In addition, there will be excellent opportunities for professional development including attendance at events run by the Council for Advancement and Support of Education (CASE).





Eilish McDowell

Will be the Consultant who will lead on this role

Contact details

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How to Apply

Caithness Consulting has been appointed by University of St Andrews to conduct this search on their behalf. We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply.

Should you wish to do so, please contact Eilish to arrange a convenient time. Alternatively, please submit a copy of your CV to Eilish along with a one page covering letter outlining why you believe you are a good fit for this role.

We will review your details and respond as soon as we can.

Closing Date: Wednesday 25th October 2023

Interview Dates: Thursday 2nd November 2023

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. www.caithnessconsulting.co.uk





Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



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www.caithnessconsulting.co.uk