



## **Associate Director - Development**

UCD Foundation engages in fundraising activities to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. The Foundation is engaged in fundraising activity for transformational, multi-year development programmes. The immediate priorities include securing investment for cutting-edge facilities, research, outstanding faculty and College Support Funds.

### **The Role:**

The Associate Director of Development position is of strategic importance to the overall success of UCD Foundation's campaign activity. The successful candidate will have a proven record of excellence in the areas of relationship management, fundraising and engagement.

You will be highly energised and directly manage a portfolio of approximately 100 HNWI's with the philanthropic capacity to make donations in excess of €50,000 in support of UCD's highest priorities.

You will engage with a multitude of individuals to include faculty, university officers and staff, volunteers, alumni, friends, philanthropic advisors, and foundation representatives, and others as part of your fundraising work.

### **Primary Duties and Responsibilities:**

As a senior fundraiser in the Development team, you will build and maintain meaningful relationships with alumni and friends of UCD to secure approximately €1m in philanthropic support each year. Other responsibilities include:

- Formulating strategies for the development of existing major donors to increase and/or continue their support.
- Developing and implementing cultivation strategies to inspire prospects to become supporters.
- Understanding the needs of donors and work with university colleagues to identify opportunities for funding.
- Working with the team to develop and achieve team objectives and plans.
- Working with the Head of Campaigns and Director of Development and colleagues to develop solicitation strategies and to foster relationships that will result in significant financial support for UCD.

- Independently managing a portfolio of major gift prospects and develop long-term relationships with these individuals to identify and cultivate their interest in UCD.
- Maintaining a current body of knowledge of university-wide priorities, including capital development, research and student support.
- Understanding key projects where major gifts are needed. Consultation and collaboration with school-based colleagues are essential.
- Collaborating with colleagues across Development and Alumni Relations teams.

### **Minimum Requirements:**

#### **Education & Experience:**

- Bachelor's degree and a minimum of 8 years of relevant experience building and maintaining relationships or combination of education and relevant experience.
- Fundraising, Sales, Customer service, Wealth management background

#### **Knowledge, Skills and Abilities:**

- Ability to develop long-term relationships with donors and prospects. Previous experience in a campaign is highly desirable.
- Enjoys working to ambitious KPI's and achieving outstanding results.
- Proven skills in managing a number of competing priorities and complex issues creatively and effectively.
- Proven ability to make independent decisions.
- Demonstrated ability to motivate and engage through highly effective presentations and communication. A clear and confident communication style which shows enthusiasm, integrity, and places a high value on customer service.
- Strong interpersonal skills and the proven ability to collaborate, motivate colleagues, and achieve results.
- Ability to meet deadlines and function effectively in an environment that requires high levels of energy, flexibility, and discretion.
- Ability to work collaboratively as part of a team, sometimes problem solving for other's projects and prospects, as well as with a high degree of autonomy, independently working on your own assigned projects and prospects.
- Demonstrated abilities to be adaptable and thrive in an environment of ambiguity. Work successfully in a constantly evolving setting.

- Strong skills with information systems, prospect tracking and other systems used to manage external relations functions.

### **What You Can Expect from Us**

You will be part of a dynamic, fast-paced organisation with an entrepreneurial and inclusive culture where you will be working in a close-knit and collaborative team environment.

This is an exciting role that offers a high level of autonomy and an opportunity to shape the position.

### **Additional details/ Application process**

This position is for a 3-year period with the possibility of renewal. An attractive remuneration and benefits package is available for this post. Interested applicants should apply with a CV and cover letter to [Rebecca.Lyne@ucdfoundation.ie](mailto:Rebecca.Lyne@ucdfoundation.ie) by Friday 30 April 2021.

Informal enquiries can be directed to [jordan.campbell@ucdfoundation.ie](mailto:jordan.campbell@ucdfoundation.ie).

Further information on the work we do can be found on the following websites:

[www.ucdfoundation.ie](http://www.ucdfoundation.ie)

[www.ucd.ie](http://www.ucd.ie)

**Note:** *This Job Description may be subject to change to reflect the evolving requirements of UCD Foundation.*