

CHIEF LIAISON OFFICER

UCD Foundation engages in fundraising and alumni engagement to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. Six Colleges and their constituent Schools make up the academic structure of UCD. Alumni Relations, Annual Giving, Information Services and Development make up the UCD Foundation's structure.

The Chief Liaison Officer gets things done! You know what is going on in every area of the organisation and you will work closely with the Head of Campaigns (HoC), and report directly to the Director of Development (DoD).

You will funnel, filter and facilitate work requiring a high level of skill and discretion on behalf of the DoD. You will see, learn about, and participate in the whole business and many, if not all, of its functions. You will help mind the gaps in coverage between groups and ensure efficiency of work practices. You will communicate important messages to the DoD's and HoC's direct reports and colleagues across the university.

Your responsibilities will include a diverse portfolio of assignments such as project scoping, management and execution; strategy and action plan development and monitoring; fundraising; internal liaison within DARO (Development and Alumni Relations Office); external liaison with UCD faculty and staff; management of College Support Funds; management of a small number of major gifts from development stage to stewardship; DoD and HoC representative at meetings where appropriate; development of materials for high level meetings.

Special Projects

- Execute or oversee work that has no clear departmental owner e.g. the Immigrant Investor Programme; office move
- Develop project plans from the scoping stage through to execution and monitoring
- Consult with senior management, project sponsors, and/or other stakeholders regarding the interpretation of work-around/work scope changes, etc. for multiple projects
- Direct all phases of assigned projects
- Show initiative to take on and manage new projects as they arise

Strategy, Innovation and Tracking

- Support the development and execution of Unit/Departmental strategy
- Identify opportunities and use creative ability to lead to improved business practice, such as processes, fundraising initiatives, partnerships etc.
- Collaborate with, and provide strategic direction and support to the team to ensure assigned projects are executed according to plans to achieve agreed deliverables
- Support the DoD in tracking and regularly monitoring progress against strategy

Fundraising

- Work with the DoD and HoC to promote a culture of donor-centred development and stewardship

- Respond to donor wishes by seeking out and matching opportunities within UCD requiring support with donors intentions, should they fall outside of our priority programmes
- Establish and manage 6 College Support Funds (4 already established)
- Communicate UCD's priority projects to interested prospects and foster meaningful relationships
- Secure meetings for the President, DoD or HoC
- Work with DoD and HoC to prioritise external engagements
- Represent the DoD and/or HoC at prospect meetings from time to time

Communications

- Develop strong interactive relationships with executive-level and senior university management to ensure flow of information and understanding of university requirements
- Fact-check information and materials
- Respond to prospect and donor communications in a thoughtful manner, ensuring adherence to Development priorities
- Identify key requirements for meetings and prepare high-quality content for DoD's meetings with donors, prospects and all other key stakeholders
- Transform ideas and leadership inputs into executive level briefings
- Act as DARO liaison and ensure all messages are communicated effectively between teams
- Principle lead and project manager on UCD Foundation's Annual Report and other publications

General Business Management and Support

- Make recommendations and provide reports to the DoD and executive leadership on status of projects, DoD priorities, meetings and other areas of oversight.
- Understand the ongoing and evolving business of UCD and use initiative to align programmes with prospect and donor requirements
- Serve in leadership or support roles on various University initiatives, building stronger connections within the Office of Development with other University departments
- Support DoD in assessing scenarios requiring executive insight for problem resolution
- Work with the President's Office to ensure meetings are coordinated and all materials are ready on time
- Provide critical executive support to the DoD and HoC
- Provide advanced administrative support to the DoD and HoC ensuring reliable, proficient documentation is delivered in a consistently professional manner
- Carry out and support other operational projects as assigned by the DoD, including customer service and relationship management projects

Suitable candidates will possess the following experience and professional characteristics:

- A minimum of 5 years in a related field - operations, business development, fundraising, finance
- A relevant third-level Degree
- 8 - 10 years of experience in higher education or philanthropic campaigns desirable

- Ability to manage multiple projects simultaneously in a deadline-driven environment
- Must be able to conduct research, assimilate data, communicate effectively, and work independently and as part of a team
- Proven history of successful collaboration across teams and/or units
- Proficiency with G-Suite, business communications platforms (e.g. Slack), CRM systems, and databases (e.g. Raiser's Edge) is essential.
- Familiarity with Adobe, Mailchimp and Canva is a bonus.
- Excellent customer service skills (including responding quickly, diplomatically, thoughtfully and creatively)
- Extremely high level of professionalism
- Exceptional attention to detail
- Exceptional verbal and written communication skills including ability to establish positive and productive working relationships internally, externally, and across time zones
- Experience of working with individuals at senior level
- Demonstrable ability to work under pressure and to challenging deadlines
- Highly developed organisational skills
- Strong analytical and problem solving skills
- Motivated, flexible, agile, adaptable and adept in using initiative in a dynamic environment
- Responsibilities associated with this position may occasionally necessitate a willingness to work evenings, weekends, and/or overtime as needed

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. UCD Foundation has a structured formal and informal training programme that all staff may avail of. This is an exciting and rewarding position which offers an opportunity to make the role your own with great potential for development.

Additional details/ Application process

This position is for a 3-year contract 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 eimear.kehoe@ucdfoundation.ie by **5pm on Tuesday 25th May 2021**.

Informal enquiries can be directed to Eimear Kehoe at eimear.kehoe@ucdfoundation.ie. Further information on the work we do can be found here: www.ucdfoundation.ie

Note: This Job Description may be subject to change to reflect the UCD Development Office's evolving requirements.