



Development Manager

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, and College Support Funds.

The Role:

The Development Manager position is central 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 170-200 prospects with the capacity to make donations in support of UCD's priorities around capital development, student support, and research and innovation.

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 fundraiser in the Development team, you will build and maintain meaningful relationships with alumni and friends of UCD to secure approximately €250k+ in philanthropic support each year. Other responsibilities include:

- Providing an outstanding customer service to UCD supporters
- 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
- With support from the Head of Campaigns and Director of Development, develop solicitation strategies to foster relationships that will result in significant financial support for UCD.
- Managing a portfolio of mid-level 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 requiring funding 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 3-5 years of relevant experience building and maintaining relationships or combination of education and relevant experience.
- Fundraising, Communications, or Sales background

Knowledge, Skills and Abilities:

- Ability to develop long-term relationships with donors and prospects. Previous experience in a campaign is highly desirable.
- Comfortable working to ambitious KPI's and achieving outstanding results.
- Proven skills in managing competing priorities and complex issues creatively and effectively.
- Proven ability to make independent decisions.
- 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
- 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.

To apply, send CV and a cover letter to Jordan Campbell, Head of Campaigns at Jordan.campbell@ucdfoundation.ie by Friday, 10th December at 5PM. Interviews will be scheduled for mid-January 2022.

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

www.ucdfoundation.ie

www.ucd.ie

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