



Interim Head of Campaigns, UCD Foundation

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 Interim Head of Campaigns (HoC) 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, engagement, and people management

You will be highly energised and directly manage a portfolio of approximately 70 HNWI's with the philanthropic capacity to make donations 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.

You will lead, manage, and motivate a high-performing team to achieve ambitious targets.

Primary Duties and Responsibilities:

Fundraising

- Manage and deliver effective strategies on ambitious targets for campaign programmes
- Implement multiple Campaigns and fundraising plans to deliver on strategy
- Work with UCD Foundation, the UCD senior academic leadership team, fundraising and administrative staff, to achieve the financial and activity goals of the Campaigns
- Cultivate relationships with both corporate and individual prospects and donors
- Work with the Prospect Researcher to support effective management of prospect portfolios (individual and corporate) and donors including:
 - 1) Developing prospect profiles and strategies
 - 2) Monitoring and tracking major gift prospects
 - 3) Identifying, cultivating, and soliciting potential major donors
 - 4) Developing a pipeline of prospects and donors
- Create and submit compelling proposals for philanthropic support
- Host high-level meetings with donors and prospects to encourage philanthropic support
- Ensure that campaign and compilation donor reports are prepared to the highest standard and sent to donors in a timely manner
- Support development of Campaign materials

Leadership and management

- Build and manage a team of highly effective fundraisers to achieve targets
- Line manage fundraisers at the Foundation
- Co-ordinate and manage fundraisers' work and activities to ensure fundraising success
- Keep up to date on fundraising trends and best practice development activities

Minimum Requirements:

Education & Experience:

- Bachelor's degree and 5-7 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.

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

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

The contract for Interim HoC will be a minimum of one year with a full review after this time. An attractive remuneration and benefits package is available for this post. To apply, send a cover letter and CV to Jordan Campbell, Jordan.Campbell@ucdfoundation.ie by **Tues, 11th January 2022**.

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

www.ucdfoundation.ie

www.ucd.ie