



Stewardship Assistant, UCD Foundation

UCD Foundation works 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:

UCD Foundation is seeking a Stewardship Assistant. The Stewardship Assistant will play an important role in supporting our stewardship and development teams. S/he will have specific responsibility for assisting with the production of our donor stewardship reports and engagement opportunities that will enhance UCD's relationship with the donor.

Reporting to the Associate Director of Stewardship & Operations, the Stewardship Assistant will support the Associate Director in executing a comprehensive donor reporting programme that demonstrates the impact of donor support through narrative reporting and other targeted communications and engagements and assist with gift processing and stewardship across all levels of giving.

This is a responsible position, and the Stewardship Assistant will have frequent contact with internal and external constituents providing information while maintaining the confidentiality of sensitive donor information. Additional responsibilities could include collating information from the various schools and units on the spending down of the funds and working with Finance to ensure timely and accurate reporting of major/principal donors' pledges, payments and expenditures for inclusion in the major/principal donors' annual reports.

The role will be hands-on within a busy development team and has the potential for you to learn and develop a variety of fundraising skills and a knowledge of stewardship and fundraising activity. The role will focus, initially, on supporting the existing stewardship team with our work but will grow and develop with the individual and the team.

This is an exciting role for someone with an interest in a career in higher education and/or not-for-profit fundraising and operations, and who is looking to build professional experience in a supportive but ambitious environment.

UCD Foundation employees are located in Ardmore House on the UCD Belfield campus, which is open 5 days a week. We currently take a hybrid approach to being on-site.

Primary Duties and Responsibilities:

- Assist the Associate Director with the development of stewardship systems, processes, and workflows to effectively steward donors across all areas of giving.
- Assist with the inputting and maintenance of comprehensive and accurate records on Raiser's Edge in a timely manner
- Assist with the collection and curation of information to create or populate standardized donor reports.
- Assist with the financial reporting of a portfolio of funds in stewardship

- Assist with the production, dissemination, and filing of all donor reports
- Assist colleagues across the development and alumni relations teams to enhance comprehensive stewardship offerings
- Support special stewardship events for key donors

Minimum Requirements:

Education & Experience:

- Bachelor's degree (any discipline).
- Experience in fundraising, stewardship, communication or relevant area.
- Demonstrated professionalism, and excellent written and communications skills, with the ability to write clear, well-composed correspondence and proofread.
- Strong numeracy skills and a basic knowledge of bookkeeping.
- Strong customer service and organizational skills with the capability to work independently and manage multiple and competing tasks with meticulous attention to detail.

Knowledge, Skills and Abilities:

- Experience in using Microsoft Office products.
- Experience in using a constituent database, such as Raiser's Edge or a similar system.
- Ability to handle confidential materials and information
- Enthusiastic, warm friendly manner, with strong interpersonal skills.
- Ability to work successfully in a constantly evolving setting, to prioritise and multitask.
- Collaborative team –player.

What You can Expect from Us

In return for enthusiasm and a willingness to learn from your colleagues, you can expect the opportunity to develop and thrive in a positive and collaborative work environment where each team member's contribution is valued and acknowledged.

We are committed to providing you with the knowledge and experience that will equip you to carve out a career in development and not-for-profit operations, as well as transferable skills that would be attractive to future employers across every sector.

An attractive remuneration and benefits package will be offered to the successful candidate.

Additional details/ Application process

The contract for Stewardship Assistant is initially for one year, subject to a satisfactory probationary period. The successful candidate will be subject to a probationary period of six months.

Remuneration

€26,136 - €36,068 based on experience.

To apply, send a cover letter and CV to Elizabeth Duffy, Elizabeth.Duffy@ucdfoundation.ie with the subject line 'Application: Stewardship Assistant' before 5pm on Tuesday, 15th November 2022. Further information on the work we do can be found on the following websites:

www.ucdfoundation.ie

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