



## **Stewardship Officer, 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 Officer. The Stewardship Officer will play a key role in supporting our development team. You will have specific responsibility for ensuring that our donors are recognised thoughtfully and in a timely manner, and for generating meaningful stewardship reports and engagement opportunities that will enhance the donor experience.

Reporting to the Associate Director of Stewardship and Operations and in partnership with the principal/major gift fundraisers, the Stewardship Officer will execute a comprehensive donor reporting programme that demonstrates the impact of donor support through narrative reporting and other targeted communications and engagements.

The Stewardship Officer is responsible for producing reports that inform donors about the impact of their giving in clear, specific, and meaningful ways. The Stewardship Officer will partner with key stakeholders to collect, and curate needed information to create or populate standardized donor reporting. This position has frequent contact with internal and external constituents providing information and assisting in the resolution of questions while maintaining the confidentiality of sensitive donor information. Additional responsibilities could include leading a centralized scholarship stewardship initiative. As members of an innovative and collaborative team, the Officer is constantly seeking new ways to leverage tools and technology to make their work more efficient, scalable, sustainable, and most importantly, personally meaningful to donors.

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 in-depth knowledge of stewardship and fundraising activity. The role will focus, initially, on supporting the existing team with our work relating to priority campaigns 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:**

### **Gift processing support**

- Drafting donor agreements and letters of intent.
- Drafting acknowledgement letters on behalf of the Director of Development and the Associate Director of Stewardship and Operations for some major/principal-gift donors.
- Managing funds (incl. grant applications and fund summaries - with support from the Finance teams).
- Establishing (incl. ensuring approval at college/school level and that scholarships are established and awarded) scholarships.

### **Donor reporting support:**

- Designing and producing 'branded' narrative impact report templates for principal/major gift donors.
- Oversee the process of collecting and distributing correspondence from scholarship beneficiaries to major gift scholarship donors.
- Partner with key internal stakeholders to collect, and curate needed information to create or populate standardized donor reports.
- Partner 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.

### **Administration and organisational support:**

- Generating and analysing regular reports of donor activity; ensuring that tracking and reporting of stewardship activities/data are timely, thorough, and transparent.
- Collaborate with the Associate Director of Stewardship Operations on the scheduling and production of annual reports. Oversee the procurement of high-resolution images; coordinate the planning of the content and the layout of pages and assist with the proofreading and production of the final edit copies.
- Collaborate with the development team on the creation and implementation of a branded identity for all UCD Foundation materials including donor reports, cards, branded stewardship gifts and distribution of these items on RE.
- Attend internal planning meetings and contribute ideas and suggestions.
- Collaborate with constituent groups—students, faculty members, researchers, senior administrators, and staff members - across UCD in the execution of assigned projects and in the coordination of stewardship and donor relations programmes.
- Utilize Raisers Edge to monitor, track and manage donor scholarship announcements, donor reports, donor attendance at events, donor communications, donor relations and donor stewardship activities.

## **Minimum Requirements:**

### **Education & Experience:**

- Bachelor's degree (any discipline).
- Minimum of 3 years of 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.

- Strong customer service skills and organisational skills with the capability to work independently and manage multiple and competing tasks with meticulous attention to detail.

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

- Demonstrated experience in using Microsoft Office products.
- Demonstrated 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 –responding positively to working under pressure, prioritising and multitasking.
- Collaborative team –player.

#### **What You can Expect from Us**

The Development team is excited to be adding this role to our team. 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 Officer is initially for three years, subject to a satisfactory probationary period. The successful candidate will be subject to a probationary period of six months.

#### **Remuneration**

€37,636 - €47,045 based on experience.

To apply, send a cover letter and CV to Elizabeth Duffy, Elizabeth.Duffy@ucdfoundation.ie with the subject line 'Application: Stewardship Officer' before 5pm on Tuesday, 15th November 2022.

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)