



Campaigns Manager (College Support Funds), 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 Campaigns Manager (College Support Funds) to join its Campaigns team. The Campaign Manager (College Support Funds) will report to the Associate Director of Campaigns and work closely with the Director of Development, UCD leaders and the wider development team on some of the university's prestigious philanthropic projects, with the university's College Support Funds being the main focus of the role.

The role will have two main functions:

1. To manage UCD's suite of College Support Funds across campus.

You will act as lead ambassador for the funds, creating a strategy and collateral for promoting each fund internally across UCD and externally to potential donors, while ensuring each fund is operating in line with its Terms of Reference (TOR).

2. To play a key role in the Foundation's fundraising success.

You will contribute directly to the overall success of UCD Foundation's priority campaign activity, contributing to campaign strategies (including College Support Funds) and promoting priority campaigns to a portfolio of donors and prospects.

The successful candidate will be given the opportunity to take ownership of the College Support Funds, driving their success - creating positive impact for UCD's students and enriching their educational experience.

The role requires a dynamic, driven individual with a flair for building relationships and an enthusiasm for leading business development initiatives. The successful candidate will be a confident communicator who has a strong track record of producing impactful content and building strong relations aligned with defined business objectives.

This is an exciting role for someone with a growth mindset, who is currently working in a communications, fundraising, or business development role within the not-for-profit or corporate sector.

1. College Support Funds:

UCD's College Support Funds were designed to make it straightforward for alumni to support students at UCD. Priorities identified by Colleges vary and include (but are not limited to): financial resources for students experiencing financial hardship; support for a range of other initiatives, such as internships, skill-based

UCD Foundation

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University College Dublin Foundation
Registered in Dublin No. 266667 CHY 12448, RCN 20036461
Directors: M. Curtin, L. English, G. Fitzpatrick, T. O'Connor, M Rogers



volunteering, masterclasses, mentoring; and minor capital projects to improve the student experience, such as kitting out labs or classrooms.

Key areas of support:

- Driving the activities of each of the college support funds in line with the individual fund's structure
- Leading on the design of strategies and a suite of collateral to promote the College Support Funds internally to academic staff and externally to prospects and donors
- Supporting the drafting and dissemination of impact reports to donors
- Representing UCD Foundation at steering committee meetings, to ensure that the fund is administered effectively and in line with its Terms of Reference
- Working with colleagues on the development team to secure donations for the funds
- Fund management – supported by the Foundation's finance team, generating fund summaries, and arranging the transfer of funds from UCD Foundation to the relevant college or school

2. Fundraising:

- Working closely with the Associate Director for Campaigns, contribute to and execute strategies relating to the Foundation's priority fundraising campaigns
- Developing and presenting cases for support to inspire prospects and gain significant support
- Collaborate with UCD Foundation internal resources to produce clear and visually compelling materials, reports and presentations including donor impact and appreciation reports
- Managing a portfolio of prospects and donors (primarily individuals but including corporates) Activities will include: completing qualification calls to engage colder prospects; arranging and attending prospect meetings to cultivate and solicit financial support from prospective donors; and making specific gift requests to support philanthropic campaigns
- Support efficient gift processing in line with UCD Foundation procedures and ensure an excellent standard of stewardship for all donors

Minimum Requirements:

Education & Experience:

- Bachelor's degree (any discipline) and relevant experience building and maintaining relationships
- Communications, fundraising, or business development / sales experience
- Existing experience working with donors would be a clear advantage

Knowledge, Skills and Abilities:

- Excellent customer service and communication skills
- Excellent organisational and administration skills
- Previous experience in a campaign is highly desirable

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- Skilled in creating compelling cases for support and reporting project evaluations and impact reports
- Highly developed project management skills and the ability to lead and prioritise multiple projects and cross-functional teams
- Proven influencing skills
- Ability to develop long-term relationships with stakeholders such as donors and prospects
- Ability to work collaboratively as part of a team, sometimes supporting colleagues and problem solving for team success
- High level of professionalism
- Track record in managing budgets / fund income and expenditure
- Comfortable working to ambitious KPI's and achieving outstanding results
- Ability to meet deadlines and function effectively in an environment that requires high levels of energy, flexibility, and discretion
- Ability to work successfully in a constantly evolving setting – responding positively to working under pressure, prioritising, and multitasking
- Strong skills with information systems, prospect tracking and other systems used to manage external relations functions
- Strong MS Office skills

What You Can Expect from Us

UCD Foundation is excited to be adding this role to our development 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 communications, development and not-for-profit operations, as well as transferable skills that would be attractive to future employers across every sector.

UCD Foundation employees are located in Ardmore House on the UCD Belfield campus, which is open five days a week. We currently take a hybrid approach to being on site and employees are encouraged to being present at least two days per week where possible.

Benefits:

- Attractive basic salary – negotiable depending on experience.
- 21 days annual leave plus additional days (e.g. Good Friday, Christmas period)
- Opportunities for 'time in lieu' for specific volunteering days.
- Generous paid sick leave entitlement
- Pension – defined contribution – 10% employer contribution, on completion of a successful 6-month probationary period.
- Employee assistance programme
- Bike-to-work scheme
- Opportunity for hybrid working
- Reduced employee rates for UCD Sports & Fitness

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- International partnerships & knowledge networks

Additional details/ Application process

The contract for Campaigns Manger (College Support Funds) 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

€49,136 to €54,363, based on experience.

To apply, send a cover letter and CV to Caroline Doran, HR Resource Manager, Caroline.Doran@ucdfoundation.ie with the subject line 'Application: Development Manager' before 5pm on Friday, 26th May 2023.

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

www.ucdfoundation.ie

www.ucd.ie

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