



Job Title: Development Specialist, University College Dublin (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 student supports.

Role Summary:

UCD Foundation is seeking a Development Specialist to join its Development team. The Development Specialist 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.

You will contribute directly to the overall success of UCD Foundation's priority campaign activity, contributing to fundraising campaign strategies and promoting priority campaigns to a portfolio of donors and prospects with the capacity to provide philanthropic capacity to make donations in support of UCD's highest priorities.

As a senior fundraiser in the Development team, you will build and maintain meaningful relationships with alumni and friends of UCD to secure approximately €1m in philanthropic support each year.

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.

You will engage with faculty, university officers and staff, volunteers, alumni, friends, philanthropic advisors, and foundation representatives, and others as part of your fundraising work.

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

Primary duties and responsibilities:

- 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.
- 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.



Person Specification:

Education Standards:

- Bachelor's degree (any discipline) and relevant experience building and maintaining relationships.

Previous Experience:

- Communications, fundraising, business development, or sales experience.
- Existing experience working with donors would be a clear advantage.
- Personal characteristics/competencies:
 - Excellent customer service and communication skills.
 - Excellent organisational and administration skills.
 - Skilled in creating compelling cases for support and reporting project evaluations and impact reports.
 - 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.
- 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.

Desirable attributes:

- Previous experience in a campaign is highly desirable.

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.



Working arrangements:

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 and employees are encouraged to being present at least two days per week where possible.

We are happy to discuss working arrangements with the successful candidate and are open to a flexible approach be that full-time / part-time.

Salary and Benefits:

- Attractive basic salary – negotiable depending on experience.
- 21 days annual leave (pro-rata, if part-time).
- Discretionary leave days: Good Friday and 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.
- International partnerships & knowledge networks.

Additional details/ Application process:

The contract for the Development Specialist is initially for three years, subject to a satisfactory probationary period. The successful candidate will be subject to a probationary period of six months.

All applicants must have the right to work in Ireland.

To apply, send a cover letter and CV to Caroline Doran, HR Resource Manager, Caroline.Doran@ucdfoundation.ie with the subject line ‘Application: Development Specialist’ before 5pm on Friday 24th November 2023.

UCD Foundation is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

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

www.ucdfoundation.ie

www.ucd.ie