



Job Title: Director of Alumni Relations

Role Summary

About 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 both alumni relations and fundraising activity for transformational, multi-year development programmes.

Purpose of the role: The Director of Alumni Relations provides strategic direction for alumni relations activities.

This role reports to the Chief Executive Officer of UCD Foundation.

Main Responsibilities and Duties:

- **Strategic Leadership:** Provide strategic direction, aligning with UCD Foundation strategy under the guidance of the CEO.
- **Team Management:** Lead and manage a team, fostering a collaborative and high-performance culture to achieve the organisation's goals.
- **Financial Oversight:** Manage the Alumni Relations budget, ensuring financial sustainability, responsible resource allocation, and compliance with Financial Policies.
- **Communication and Advocacy:** Represent UCD Foundation externally, engaging with stakeholders, media, and the community, and advocating for its mission and initiatives.
- **Alumni Engagement:** Develop and implement strategies to engage and foster relationships with UCD alumni, keeping them connected with the University.
- **Event Planning:** Organise and oversee certain alumni events, reunions, and networking opportunities to enhance alumni connections and support for UCD.
- **Communication:** With oversight and support from Advancement Services team, implement effective communication plans to keep alumni informed about university developments, achievements and opportunities for involvement.
- **Volunteer Coordination:** Facilitate volunteer opportunities for alumni, encouraging their active participation in mentoring and other university activities.
- **Collaboration:** Work closely with UCD colleagues to align alumni relations efforts with overall institutional goals and initiatives.
- **Fundraising support:** Collaborate with the development team to engage alumni in fundraising activities, including campaigns and major gift initiatives.
- **Strategic Planning:** Develop and execute long-term strategic plans for alumni relations, aligning with UCD's broader advancement goals.
- **Metrics and Evaluation:** Establish metrics to measure the success of alumni engagement programmes and assess the impact on fundraising and institutional support.
- **Partnerships:** Build partnerships with alumni chapters, affinity groups and external organisations to expand the reach and impact of alumni relations efforts.



Person Specification

Education Standards:

A relevant bachelor's or master's degree, with a preference for additional certifications in alumni relations or non profit management.

Previous Experience:

- **Team Leadership:** Strong leadership skills with a proven track record of effectively managing and inspiring a team to achieve their objectives.
- **Alumni Relations Expertise:** Proven experience in alumni relations, with a track record of successful engagement strategies and event planning.
- **Relationship Building:** Adept at cultivating and maintaining relationships with diverse alumni groups, fostering a sense of community and support.
- **Event Management:** Experience in planning and executing engaging events that enhance alumni connections and participation.
- **Volunteer Coordination:** Experience in coordinating volunteer opportunities for alumni, encouraging their involvement in mentoring and supporting UCD initiatives.
- **Metrics and Evaluation:** Capability to establish and analyse metrics to measure the success of alumni engagement programmes and their impact on fundraising efforts.
- **Innovative Thinking:** Demonstrated creativity in developing new and innovative approaches to encourage alumni and to strengthen their ties with UCD.

Personal characteristics/competencies:

- **Communication Skills:** Strong verbal and written communication abilities to effectively convey updates and opportunities to alumni.
- **Strategic Thinking:** Ability to develop and implement strategic plans for alumni engagement that align with the overall University Advancement goals.
- **Collaboration:** Skilful collaborator to ensure coordinated efforts in alumni engagement and support of broader organisational objectives.
- **Passion for Education:** A genuine passion for higher education and a commitment to fostering a strong and supportive alumni community.

What You Can Expect from Us

UCD Foundation 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 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.

**Salary and Benefits:**

- Attractive basic salary – negotiable depending on experience.
- 25 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.
- Employee assistance programme.
- Cycle-to-work scheme.
- Opportunity for hybrid working.
- Reduced employee rates for UCD Sports & Fitness
- International partnerships and knowledge networks (e.g. CASE membership)

Additional details/ Application process

The contract for Director of Alumni Relations is initially for *three years*, subject to a satisfactory 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, Human Resources Manager via email. Caroline.Doran@ucdfoundation.ie with the subject line ‘Application: Director of Alumni Relations.’

The closing date for applications for this role is Monday 12th February 2024.

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