



Job Title: Director of Development

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 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.

Purpose of the role: The Director of Development plays a pivotal role in leading fundraising efforts in support of UCD Foundation's strategic objectives. Reporting to the Chief Executive Officer, this position requires a strategic, dynamic leader with a proven track record in fundraising and donor relations.

Main Responsibilities and Duties:

- **Strategic Leadership:** Provide strategic direction, aligning with UCD Foundation strategy under the guidance of the CEO.
- **Team Leadership:** Manage and Inspire a development team, providing leadership guidance to achieve fundraising goals. Foster a collaborative and high-performance culture within the team.
- **Financial Oversight:** Manage the Development budget, ensuring financial sustainability, responsible resource allocation, and compliance with Financial Policies.
- **Board Interaction:** Collaborate with the Board of Directors, providing regular updates, insights, and guidance on UCD Foundation Activities.
- **Communication and Advocacy:** Represent UCD Foundation externally, engaging with stakeholders, media, and the community, and advocating for its mission and initiatives.
- Advance the mission, vision, short and long-term goals of the university, in conjunction with the University President and Board of UCD Foundation;
- Build a sustainable culture of philanthropy to support UCD's growth plans;
- Develop, organise and implement multi-year comprehensive and strategic fundraising programmes to support UCD's vision for the future;
- Work with the University Leadership Team, UCD Foundation, academic, fundraising and administrative staff, to achieve the financial and activity goals of the Campaigns;
- Implement effective messaging and methods of advancement communications;
- Participate in strategic discussions with academic leaders and develop programmes to strengthen the financial resources of the university;
- Implement strategies to identify, cultivate and engage major donors to support the Campaigns;
- Maintain a dynamic portfolio of prospects (individual and corporate) and donors and manage them through a pipeline from identification, research, cultivation and stewardship;
- Set and monitor team KPIs;
- Ensure all activity is carried out in line with international best practice and corporate governance;
- Devise and draft on-going Campaign materials;
- Recruit, develop and lead a team of professionals focussed on significantly increasing constituent involvement and fundraising outcomes to meet university goals;
- Co-ordinate UCD Foundation team's work and activities to ensure fundraising success;



- Keep up to date on fundraising trends, best practice development activities and issues relating to corporate governance

Person Specification

Education Standards:

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

Previous Experience:

- **Fundraising:** Proven track record in fundraising, preferably in an academic or nonprofit setting, with a demonstrated ability to secure major gifts.
- **Relationship Building:** Adept at cultivating and maintaining relationships with donors, alumni, and other stakeholders to foster a culture of philanthropy.
- **Financial Acumen:** Strong understanding of budgeting, financial management, and the ability to maximise resources to achieve fundraising targets.

Personal characteristics/competencies:

- **Leadership Skills:** strong leadership and team management abilities, capable of inspiring and guiding a development team towards achieving fundraising goals.
- **Strategic Thinking:** Ability to develop and implement comprehensive fundraising strategies aligned with the university's mission and vision.
- **Communication Skills:** Excellent verbal and written communication skills, including the ability to articulate the university's needs and successes to diverse audiences.
- **Collaboration:** Ability to collaborate effectively with university leaders, faculty, and employees to ensure coordinated and cohesive fundraising efforts.
- **Innovative Thinking:** Demonstrated creativity and innovation in fundraising approaches, adapting to changing trends and technologies in philanthropy.
- **Ethical Standards:** Commitment to high ethical standards, integrity, and adherence to the principles of donor confidentiality.

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 Development 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 Development’

The closing date for applications for this role is 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