



Job Title: Alumni Relations Senior Manager

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.

Purpose of the role: The role of the Alumni Relations Senior Manager, with responsibility for Volunteering and Student Engagement, focuses on fostering strong, lifelong connections between the university and its student and alumni communities. This position is pivotal in developing and managing volunteering programmes that encourage alumni to contribute their time, skills, and networks to support UCD's strategic objectives through a range of volunteering initiatives and activities. Additionally, the Senior Manager will work to enhance both student engagement and the student experience by creating meaningful opportunities for current students to connect with alumni, through mentorship and buddy programmes, career guidance, ambassador roles, networking and other such initiatives. Through these efforts, the Senior Manager ensures that alumni remain actively involved in the university's growth while enriching the student experience and strengthening UCD's global community.

The Alumni Relations Senior Manager, with responsibility for Volunteering and Student Engagement, will report directly to the Director of Alumni Relations and manage a small team of direct reports.

Key Responsibilities & Duties:

Alumni Volunteering Programme:

- Lead the Alumni Volunteering Programme for UCD: manage and deliver a sustainable pan-university Alumni Volunteering Programme and strategy, ensuring robust engagement and meaningful connections within and across the UCD alumni community.
- Research, plan and implement effective methods of delivering programmes that engage students and alumni through volunteering – both virtually and face-to-face.
- Coordinate volunteer opportunities for students, alumni and other stakeholders, encouraging their active participation in alumni engagement activities such as mentoring, the UCD alumni buddy programme, UCD in the Community etc., in collaboration with UCDF / UCD colleagues.
- Collaborate with other UCD Foundation colleagues and departments across UCD to integrate volunteering efforts into broader institutional initiatives.
- Deliver an increase in volunteer engagement through events, communications and activities.
- Manage recruitment and co-ordination of the UCD Festival Crew - volunteers and paid staff - with support from UCDF / UCD colleagues and external suppliers.
- Actively oversee the recruitment, management, retention and recognition of alumni volunteers.

**Student & Young Alumni Engagement:**

- Develop and deliver a sustainable programme of student engagement initiatives and activities.
- Coordinate and manage the delivery of UCD alumni engagement in annual conferring ceremonies, including, for example, activities in Ardmore House and O'Reilly Hall.
- Liaise with direct reports, UCD community colleagues, and suppliers to improve collaboration and programme delivery.
- Support UCD Alumni communications campaigns for alumni, including all supporter journeys relevant to the role.
- Actively oversee the recruitment and management of student alumni relations ambassadors.

Team Management, Data & Reporting:

- Full line management responsibility of direct report(s).
- Manage budgeting and PO process for events and programmes within the immediate team.
- Ensure accurate volunteering and student engagement data records are maintained.
- Collate, record, measure, and report on volunteering and student engagement activity monthly, and contribute to board papers, annual reports, and university-wide publications.
- Maintain effective policies, procedures, and records supporting Volunteering and Student & Young Alumni Engagement efforts.

Relationship Management:

- Build enduring and collaborative relationships with UCDF colleagues, colleagues in academic departments, University Relations, Careers Advisory Service, UCD Global and the wider community (external suppliers) to develop and deliver volunteering and alumni engagement strategies.
- Build enduring and collaborative relationships with alumni volunteers and student volunteers.
- Manage relationship with the UCD Alumni Network supplier.
- Oversee development of the UCD Alumni Network platform in collaboration with UCDF / UCD colleagues and platform providers.

Supporting wider UCD Alumni team:

- Support delivery of pan-university alumni engagement events and initiatives, such as the UCD Alumni Awards, Golden & Diamond Reunion, etc.

Person Specifications & Qualifications:**Education Standards:**

A bachelor's or master's degree, with a preference for additional certifications in alumni relations, volunteering or nonprofit management.

**Requirements:**

- A background in alumni relations, volunteer management, careers, event management and/or communications.
- 3 years relevant experience working in a busy environment utilising digital communications.
- Experience in event management, budgeting, and payment systems.
- Experience with Raiser's Edge or a similar database, including data management and analytics.
- Strong computer skills including online platforms – event, email, networks.

Personal characteristics/competencies:

- Exceptional verbal and written communication skills.
- Strong interpersonal skills and ability to work within a team.
- Highly developed organisational, planning and multi-tasking skills.
- Self-motivated, enthusiastic, and driven.
- Capable of dealing with potential problems in a calm and assured manner.
- Confidence in developing and initiating projects by creatively engaging colleagues and volunteers.
- Ability to prioritise and successfully manage several competing projects while communicating frequently and concisely with managers and stakeholders.

Desirable attributes:

- Experience delivering volunteer programmes for alumni or in non-profit organisation.
- Experience managing mentoring programmes and professional development activities.
- Experience leading small team of skilled staff who manage defined projects.

What You Can Expect from Us

UCD Foundation is excited to fill this pivotal role on 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 develop your career in alumni relations, as well as transferable skills that would be attractive to future employers across every sector.

UCD Foundation employees are located on the UCD Belfield campus. We take a hybrid approach to being on site with three days a week on site and up to two days a week working from home (there may be a requirement to be on site for additional days during probation period and as required by the role, for example, during Conferring Weeks).

**Salary and Benefits:**

- Attractive basic salary – (€57,000 - €63,000).
- 21 days annual leave plus additional days (i.e. 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.
- Cycle-to-work scheme.
- Hybrid Working. Up to two weeks remote working. Opportunity to take unpaid leave over the summer (max two weeks).
- Reduced employee rates for UCD Sports & Fitness.
- International partnerships and knowledge networks (e.g. CASE membership, Charities Institute)

Additional details/ Application process

The contract for the position of Alumni Relations Senior Manager 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, Human Resources Manager, via email, caroline.doran@ucdfoundation.ie with the subject line 'Application: Alumni Relations Senior Manager.'

The closing date for applications for this role is **22nd October 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