



Donor Development Officer Role and Person Specification



About UCD Foundation

UCD Foundation is the philanthropic arm of University College Dublin, dedicated to supporting the university's mission of excellence in education, research, and innovation.

UCD Foundation operates across four key pillars: Development, Alumni Engagement, Advancement and Corporate Services. Together, these pillars drive strategic fundraising, build meaningful relationships with alumni and donors, and deliver impactful programmes that benefit the UCD community. UCD Foundation plays a central role in enabling transformational initiatives through philanthropic support and long-term engagement.

UCD Foundation is seeking to recruit a **Donor Development Officer** for its Annual Giving team. This is a great opportunity for a hardworking, resourceful, creative and diligent individual to join a highly regarded and successful team and develop their skillset within this role.

Role and Person Specification

As a key member of UCD Foundation's award-winning fundraising team, the Donor Development Officer reports to the Head of Annual Giving and will support the delivery of the Annual Giving strategy. This role involves stewarding annual giving donors, identifying opportunities to upgrade existing supporters, and analysing giving trends to inform strategic decisions.

The ideal candidate will bring strong interpersonal and analytical skills, with a commitment to donor engagement and continuous improvement. This position offers excellent opportunities for professional growth and skill development within a dynamic and supportive team environment.

Key areas of responsibility and accountability

- Execute strategic stewardship and retention touchpoints with annual giving donors
- As part of UCD Foundation's donor upgrade campaigns work to increase individual giving levels from your own portfolio of donors
- Execute donor reactivation campaigns to re-engage lapsed supporters
- Support our tax-efficient giving initiatives, including the execution of tax campaigns to ensure all eligible donors complete enduring certificates
- Analyse donor behaviour and campaign performance to inform segmentation, messaging, and future strategy
- Assist the Annual Giving Team in the delivery of UCD Foundation's fundraising strategy, contributing to donor acquisition, retention, and income growth

Communication with donors

- Ensure that all touchpoints are delivered to our donors to a sector leading standard
- Provide critical insight on our donors based on intelligent data analysis
- Work closely with all other departments to support innovative and consistent messaging
- Develop / enhance donor-centric annual giving campaigns
- Together with the annual giving team assist in meeting donor retention goals
- With the assistance of the Head of Annual Giving, lead on UCD Foundation's tax campaign to ensure all eligible donors fill out and return enduring certificates

Administration

- Work with the Annual Giving team to administer campaigns including income tracking and data enhancement
- Liaise with external suppliers as required
- Seek opportunities to improve processes and tasks where possible

General

- Ensure that all donors and prospects receive effective and timely communication via all delivery channels, including the delivery of "wow" moments that go beyond basic acknowledgment and recognition by creating meaningful, emotional, and memorable moments for our donors
- Always maintain confidentiality regarding supporter information, and ensure compliance with Data Protection legislation
- Help monitor campaign progress against return-on-investment targets
- Take on ad-hoc tasks as appropriate and identify opportunities for growth within the scope of the role

Person Specification

The ideal candidate will demonstrate the following skills, experience and attributes:

- Exceptional verbal and written communication skills
- Demonstrable experience in donor development or a similar fundraising role
- Strong organisational and multi-tasking abilities
- A university degree
- Excellent writing and editing skills, with the ability to draft and refine donor communications such as letters and acknowledgements
- Ability to work independently and collaboratively within a team
- Proven capacity to manage multiple deadlines and communicate effectively with stakeholders at all levels
- Proficiency in Microsoft Office and familiarity with database systems
- Experience with Raiser's Edge fundraising software is an advantage
- A proactive attitude with a desire to learn and develop new skills

What You Can Expect from Us

UCD Foundation is delighted to be recruiting for this role within our dynamic and supportive team. In return for your enthusiasm and willingness to learn, we offer a collaborative and positive work environment where every team member's contribution is valued and recognised.

You will have the opportunity to grow professionally, gaining hands-on experience in finance and not-for-profit operations, while developing transferable skills that are highly sought after across sectors. We are committed to supporting your development and helping you build a rewarding career.

Our team is based on the UCD Belfield campus and we operate a hybrid working model, typically three days on-site and up to two days working from home. During the probation period, additional on-site days may be required to support onboarding and training.

Salary and Benefits

- Competitive salary (€38,000 to €43,000, dependent on experience)
- 21 days annual leave, plus additional days (e.g. Good Friday, Christmas closure)
- Time in lieu opportunities for specific volunteering activities
- Generous paid sick leave entitlement
- Defined contribution pension scheme – 10% employer contribution
- Employee Assistance Programme
- Cycle-to-Work Scheme
- Hybrid working model
- Up to two weeks remote working annually
- Option to take up to two weeks unpaid leave during summer
- Reduced employee rates at UCD Sports & Fitness
- Access to international knowledge networks and professional development (e.g. CASE membership, Charities Institute Ireland)

Application Process

How to Apply

To apply, please send a cover letter outlining your suitability for the role, along with a full Curriculum Vitae, to caroline.doran@ucdfoundation.ie. Please ensure that you specify **Donor Development Officer** in the subject line of your email.

Closing Date: 5:30pm on Wednesday, 12th November 2025.

First Round Interview

Shortlisted candidates will be invited to an in-person, competency-based interview focused on relevant skills and experience.

Second Round Interview

Selected candidates will attend a second in-person interview, which will include a task or a short presentation to the interview panel. Details will be provided in advance to allow for preparation.

Reference Checking

The preferred candidate will be asked to provide two references, ideally from their most recent employers.

Additional information:

- This is a three-year fixed-term contract, subject to a six-month probationary period
- All applicants must have the right to work in Ireland