



Development Assistant 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.

The **Development Assistant** will provide a support role on UCD Foundation's development team.

There will be two focuses to this role:

- 1) Supporting the securing of grants from trusts and foundations, and
- 2) Assisting the cultivation and solicitation process around securing major gifts from individual donors.

Reporting into the Director of Development, the Development Assistant will, through fundraising and administrative support, play an important role in supporting our development team. Their work will contribute directly to the overall success of UCD Foundation's campaign activity in relation to trust and foundation fundraising and major gifts.

This role will support UCDF's fundraising from trusts and foundations and its stewardship of existing trusts and foundations donors.

You will work closely with the Associate Director for Stewardship and Operations, and the Associate Director for Campaigns, as well as the wider Development Team.

Role Specification

The successful candidate will bring existing skills to the role and have the opportunity to develop new ones in a dynamic environment with strong potential for professional growth and development.

Key areas of responsibility and accountability

1. Trusts & Foundations

- Identify, research, and qualify trusts and foundations aligned with the University's strategic priorities.
- Maintain an up-to-date pipeline of prospects and deadlines and application criteria.
- Assist the preparation of high-quality, tailored funding applications, case statements, and supporting materials e.g. contribute to strategy sessions, draft text and coordinate materials for proposals.
- Support stewardship approaches to build relationships with trust and foundation donors
- Support the coordination of funder visits, meetings, and campus engagement.
- Support the creation and coordination of engaging ways to share the impact of donations from trusts and foundations supporting UCD's work.

2. Major Gifts Fundraising

- Assist in the drafting and production of clear and visually compelling donor reports, funding proposals and presentations – sourcing materials from UCD colleagues, proof reading, formatting, etc.
- Serving as a desk-based fundraiser for the development team. This will include cold calling to qualify prospects.
- Assisting with the preparation of events such as breakfast briefings, receptions and dinners to cultivate and steward UCD Foundation donors. This will include managing invitations and logistics for both in-person and virtual events.

3. Other responsibilities

- Maintain accurate donor and prospect records in the CRM system.
- Other ad hoc supports as required.

Person Specification & Qualifications

Essential Requirements:

- Relevant professional / voluntary experience working in a not-for-profit organisation or in administration, sales, communications, marketing and/or events.
- Existing experience in fundraising and/or working with major donors would be a clear advantage.
- Strong MS Office skills.
- Strong research skills.

Key Competencies & Personal Attributes:

- Enthusiastic, warm friendly manner, with strong interpersonal skills.
- Excellent organisational and administration skills.
- Excellent customer service and communication skills.
- Ability to work successfully in a constantly evolving setting – responding positively to working under pressure, prioritising and multitasking.
- Collaborative team – player.

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

- Salary - €30,000 p.a.
- 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 (1.5% employee 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 **Development Assistant Application** in the subject line of your email.

Closing Date: 5:30pm on Friday 18th September 2026.

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.

Equal Opportunities

We value diversity and are dedicated to building an inclusive team. We welcome applications from all candidates regardless of background, gender, civil or family status, sexual orientation, age, religion, disability, race, or Traveller community membership.

Eligibility Notice

Applicants must already have the pre-existing right to work full-time in Ireland at the time of application (e.g., EU/EEA citizenship or Stamp 4 Visa). Please note that we are unable to offer visa sponsorship for this role.