



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Post Title: Database Executive, Trinity Development & Alumni
Status: Two year Fixed-Term Contract; Full-time
Company: Trinity Development & Alumni
Location: Dublin
Reports to: Data Analyst Manager, Trinity Development & Alumni
Salary: €25,000+

Trinity Development & Alumni is preparing to embark on its first philanthropic campaign in the history of the University.

We are seeking to recruit an ambitious candidate for the post of **Database Executive** to proactively support the data needs of the office. This exciting position will work in TDA, as part of the Operations team, and collaborate with colleagues across TDA to deliver the University's ambitious campaign goals.

About Us

Trinity College Dublin is playing a pivotal role in helping Ireland to be the most creative and productive place to invent, work, and learn, and to contribute to local and global society.

Trinity Development & Alumni, the primary fundraising agency, plays a vital role in ensuring that the University has the financial resources to remain a leading, internationally recognised university. We help the University to achieve its mission through the extraordinary support of donors, alumni and friends.

We also maintain a connection between the University and its 115,000 alumni in 150 countries through regular communications, events, regional branches and affinity groups.

www.tcd.ie/alumni.

Role & Purpose

You will support the data orientated operations of the organisation by maintaining and processing the database of alumni, donors, and contacts, containing approximately 120,000 records.

This is a pivotal time for the organisation, and as such you will be work on a number of key projects including the migration to a new cloud based interface for our database.

Key Responsibilities

1. Support the overall quality and integrity of the database, to include handling data queries as well as Input and output activities;
2. Analyse and generate data lists and reports for members of the TDA staff;
3. Assist with alumni mailings, including the setup, data sorting and fulfilment processes;
4. Seek opportunities to automate processes and tasks where possible to free up time to take on additional responsibilities
5. You will work closely with bespoke data systems including *Raisers Edge*, *Stripe*, *Mailchimp* and *Smarteezie*;
6. You will work with the TDA teams in delivering the respective goals of the University;
7. Plan, record, measure and report on one's activity (monthly, quarterly, and annually);
8. Undertake other duties as may be assigned from time to time by line manager.

Required Experience & Skills

Qualifications

- Third-level qualification or professionally trained with appropriate qualifications;

Experience and Knowledge (Essential)

- Advanced computer skills – MS Office packages (Excel, Access, Word);
- Experience with or understanding of relational databases;
- Motivated, flexible and able to use own initiative in a busy working environment;
- Excellent numeric and analytical skills;
- Diligent, highly organised with close attention to detail;
- Experience of structuring workload and timelines;
- Strong interpersonal skills with an ability to foster good working relationships;
- Demonstrated experience in providing service to internal stakeholders;
- Enthusiasm for learning new systems, including new software packages;
- Understanding of, and passion for, the role and value of a university in society.

Experience & Skills (Desirable)

- Knowledge of the principles and processes relevant to major gift fundraising is beneficial.

Training

Training will be offered to the successful candidate in appropriate software packages and database administration best practice.

Terms

- The reporting line is to the Data Analyst Manager of TDA;
- This will be a two year contract with the possibility of renewal;
- There will be a six-month probationary period;
- The hours are 9am - 5pm, however, flexibility may be required for supporting evening functions;
- Salary will reflect the nature of the job and the experience of the candidate and will be reviewed annually;
- Employee may join the group health insurance scheme. Employee will be entitled to join the TDA Pension Scheme, once probationary period completed.

Application to <https://tda.bamboohr.co.uk/jobs>.

Closing date is Friday, 01 February 2019.

Please note: Candidates who do not submit a cover letter or who do not address the application requirements above in their cover letter will not be considered at the shortlist stage.