



Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

Post Title:	Development Executive, Trinity Development & Alumni
Status:	Two year Fixed-Term Contract; Full Time
Company:	Trinity Development & Alumni
Location:	Trinity College, Dublin
Reports to:	Development & Prospect Manager, Trinity Development & Alumni
Salary:	€25 +

Trinity College Dublin is a leading university on the world stage. It has traditionally provided a liberal environment which has nurtured ground-breaking research, innovation, and creativity through engaging with issues of global significance. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

Trinity Development & Alumni (TDA) is the primary fundraising agency for The University of Dublin, Trinity College Dublin. It is charged with responsibility for, and exists solely to support, the fundraising (development) and alumni engagement activities of the University.

www.tcd.ie/development, www.tcd.ie/alumni.

Role & Purpose

As a Development Executive, you will work within the Development Team to help ensure the success of TDA's ambitious fundraising goals.

Working with the Development & Research Manager, you will help with projects across the Fundraising team and have the chance to gain experience in a wide variety of tasks integral to the fundraising process.

Key Responsibilities

1. Work closely with and support the Director of Campaigns with administrative tasks as required.
2. Be the primary point of contact to support international travel across the fundraising team. Activities may include but are not limited to maintaining travel agendas; preparing briefing documents; booking travel; drafting emails and online research.
3. Support, where required, the delivery of a suite of activities in the development team such as research briefs, editing proposals, and administrative tasks.
4. Ensure that all information is appropriately recorded in a timely manner in The Raiser's Edge database.
5. Plan, record, measure and report on activity (bi-annually and annually).
6. 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)

- Candidates should have a minimum of one years' experience in a similar role.
- Excellent interpersonal skills with an ability to foster good working relationships.

- Demonstrated ability to work on multiple projects simultaneously and deliver high quality work to challenging deadlines.
- Strong communication, writing and editing abilities.
- Diligent and highly organised with close attention to detail.
- Proven experience in providing service to internal/external stakeholders.
- Proficiency in other MS Office packages (Word, Excel, Powerpoint, etc).
- Developed understanding of ethical and confidentiality issues.
- Understanding of, and passion for, the role and value of a university in society.

Experience & Skills (Desirable)

- Experience with customer relationship management databases including *RaisersEdge*.
- Knowledge of the principles and processes relevant to major gift fundraising is beneficial.

Terms

- The reporting line is to the Development & Prospect Manager.
- This will be a two year fixed-term contract.
- There will be a six-month probationary period.
- The hours are 9am-5pm; however, you may be expected to work evening and weekend when required.
- Salary will reflect the nature of the job and the experience of the candidate.
- Employee may join the group health insurance scheme. Employee will be entitled to join the TDA Pension Scheme, once probationary period is satisfactorily completed.

Application Procedure

In order to assist the selection process, candidates should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the below points in their application. In addition, candidates are asked to indicate their salary expectations.

*Your cover letter should:

- Outline your experience working to a number of multiple stakeholders where attention to detail was key and other experience you believe this would be of relevance to this role.

**Applications by email only to domangan@tcd.ie, Trinity Development & Alumni,
Closing date is 12 noon on Friday, 03 August 2018**

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.

** Trinity Development & Alumni (TDA) is an independent employer to Trinity.
TDA is administered by Trinity Foundation, an independent charity established in 1994 to support Trinity in its educational, research and social missions.*