



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Post Title:	Alumni Giving Officer, Trinity Development & Alumni
Status:	Two year Fixed-Term Contract; Full-time
Company:	Trinity Development & Alumni
Location:	Dublin
Reports to:	Alumni Giving Manager, Trinity Development & Alumni
Salary:	€35k+
Start Date:	This post is tenable immediately.

Trinity Development & Alumni (TDA), the primary fundraising agency for The University of Dublin, Trinity College Dublin is preparing to embark on its first philanthropic campaign in the history of the University.

An opportunity has arisen for talented, professional and ambitious Alumni Giving Officer to join the team in helping to deliver the University's ambitions fundraising goals and alumni engagement programmes. This is an exciting time to join the team. www.tcd.ie/alumni.

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

To work with the Alumni Giving team in supporting a community of alumni donors and to assist in the planning and implementation of a comprehensive alumni giving programme.

Key Responsibilities

1. You will work with the Alumni Giving Manager to deliver and administer a multi-channel alumni giving programme.
2. You will be responsible for the coordination of telephone fundraising campaigns including the recruitment, training and supervision of teams of student callers.
3. You will manage the production of materials for phone, mail and digital fundraising appeals and campaigns.
4. You will be expected to monitor, analyse and report on progress and results of appeals and campaigns.
5. You will oversee the acknowledgment of gifts, liaising with colleagues in other departments to ensure donations are processed and acknowledged efficiently and accurately.
6. You will collaborate with colleagues across TDA to identify potential donors for other philanthropic initiatives in the College.
7. You will be expected to work with TDA teams in delivering the respective goals of Trinity College.
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)

- A minimum of three years in a delivering direct marketing campaigns or fundraising role.
- Exceptional interpersonal skills with an ability to foster good relationships with colleagues and other stakeholders (internal and external to the University).
- Excellent oral and written communication skills with a very keen eye for detail.
- Proven problem-solving and process improvement abilities.
- Motivated, flexible and able to use own initiative in a fast paced environment with changing directives and challenging deadlines
- Diligent, highly organised and experience of structuring workload and time-lines.
- Experience working with bespoke databases/customer relationship management systems.
- Excellent computer skills - MS Office packages (Word, PowerPoint, Excel).
- Understanding of, and passion for, the role and value of a university in society.

Experience & Skills (Desirable)

- Project management experience.

Training

Training will be offered to the successful candidate in: Alumni Giving best practice and University fundraising; Database administration; Supervisory Management.

Terms

- This will be a two year contract with a reporting line to the Alumni Giving Manager.
- There will be a six-month probationary period.
- The hours are 9am - 5pm; however, during telephone fundraising campaigns the working hours will be outside of normal business hours including weekends.
- 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 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.

** 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.