



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Post Title:	Alumni Development Officer
Status:	Two year contract
Company:	Trinity Development & Alumni (TDA)
Location:	North America
Reports to:	Alumni Director, TDA (Dublin)
Salary:	negotiable

Role purpose

Reporting to the Alumni Director (Dublin), the Alumni Development Officer will drive Trinity College Dublin's engagement with over 10,000 North American-based alumni through a range of activities, including communications, events, services, and volunteering.

In addition, the post-holder will support the North American based Associate Director of Development in identifying and engaging potential donors for the University's strategic priorities.

Key Responsibilities

- Working with Associate Director Development to identify, engage and develop a community of North American donors to support the University's strategic priorities.
- Develop relationships with North American-based alumni to ensure that they remain informed and involved via one-to-one meetings, digital and print communications, and social and networking events.
- Manage all North American Trinity Alumni branch events, communications and services.
- Collaborate with University academics and departments visiting or based in North America.
- In conjunction with colleagues in TDA develop plans to obtain accurate and updated contact details for North American alumni.
- Work with the TDA teams in delivering the respective goals of the College.
- Plan, record, measure and report on activity (monthly, quarterly, and annually).
- Undertake other duties as may be assigned from time to time by line manager.

Key Criteria for Success

After 12 months in post, the successful candidate will have:

- Met with and supported 20 alumni branches in North America.
- Supported branch events and delivered 6 to 12 key alumni events in North America.
- Developed relationships with 100 alumni.
- Identified 100 alumni to support fundraising, alumni relations, student recruitment, international welcome programme, and internship opportunities.
- Provided administrative support to Trinity North America operations including the North American Advisory Board and University of Dublin Fund.



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Person Specification

- Experience of working within a results-orientated environment, with a successful record of achieving personal KPIs and targets.
- Excellent oral and written communication skills.
- Proven experience of working with key stakeholder audiences.
- Motivated, flexible and ability to use own initiative.
- Highly organised with experience of structuring workload and timelines.
- Ability to work with sensitive information and maintain complete confidentiality.
- Strong computer skills - MS Office packages - and experience with customer relationship management databases and digital communication applications.
- Applicants should be educated to degree level or equivalent.
- Candidates should have a minimum of 3-5 years successful experience in a similar role.
- Understanding of, and passion for, the role and value of a university in society.

Terms:

- The reporting line is to the Alumni Director with a dotted reporting line to the North American Associate Director of Development.
- This will be a two year contract (six month probationary period).
- Ability to travel is a requirement of the role.
- Annual leave entitlement is 24 days.
- Defined contribution pension with 7% employer contribution, employees' standard contribution is 5%.
- Salary will reflect the nature of the job and the experience of the candidate.

Application Procedure:

In order to assist the selection process, candidates should submit a Resume 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 with building and fostering relationships in a professional context.
- Explain why you should be considered for the role.

Closing date is noon Thursday, 26th July 2018 (GMT). Email applications only to alumni@tcd.ie.

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 short list 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.



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Background Information

Trinity College Dublin

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

Since 1592, Trinity has educated a community of alumni that have shaped our world. The single constituent college of the University of Dublin, Trinity is Ireland's top ranked university, and the only Irish university in the world top 100 universities (QS World University Rankings 2015/16). In November 2016, Trinity joined the prestigious ranks of the League of European Research Universities (LERU) as the first and only university on the island of Ireland to become a member of Europe's leading network of research-intensive universities.

With a student population of 12,500 undergraduates and 4,500 postgraduates, Trinity offers an exceptional educational experience centred on a research-inspired curriculum. Trinity employs almost 3,000 staff and has over 100,000 alumni in over 130 countries worldwide.

Trinity's scientists are at the forefront of the battle to cure illnesses such as cancer, dementia and arthritis. It was a Trinity scientist in the 1930s who found the cure to leprosy – and then gave the patent to mankind.

Trinity also gave the world the nicotine patch and in 2015, another Trinity scientist, William Campbell, received the Nobel Prize in Medicine, for helping to cure river blindness – a cure that was also made available to the world.

Mary Robinson was another Trinity student and professor who refused to accept the constraints of her time to become an advocate for change and the first woman president of Ireland.

One of Trinity's main goals is to provide access to third level education based on merit and since 1994 almost 1000 students have passed through Trinity's Access Programmes. In 2016, Oxford University adopted this ground-breaking access model as a pilot study.

The University's goals in public and community engagement, innovation and entrepreneurship, interdisciplinary research, and international partnerships are ambitious plan and will require an estimated €600m of new investment. A substantial portion of this investment will be secured through a university-wide philanthropic campaign that is currently in its planning phase.

Trinity Development & Alumni (TDA)

For Trinity to achieve its exciting and compelling mission, significant funding is required. The University cannot rely on state funding alone; securing private support is essential to Trinity's future.

Trinity Development & Alumni (TDA) is an independent charitable trust that supports the mission of the University through raising philanthropic funds. Administered from the offices of Trinity



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Foundation, it is responsible for supporting Trinity's ambitious educational, research and outreach programmes and maintaining a connection between the College and its alumni & friends. It plays a vital role in ensuring that the College has the financial resources to remain a leading, internationally recognised university, through the extraordinary support of donors, alumni and friends.

Independent assessment of TDA's fundraising performance has shown it to be one of the top performing development offices in the UK and Ireland. In 2018, Trinity received the single largest private philanthropic donation in the history of the state. The College is in the advanced stages of planning its first university wide fundraising campaign which will be one of the most ambitious in Europe. Currently with 42 fulltime staff, this newly-created post is being established to further strengthen a high performing and dedicated development team.

Trinity's ambitious plans include:

- To build a landmark engineering institute by collocating engineering, computer sciences and natural sciences to enable growth in key areas of strength for the College for the benefit of Trinity, Ireland and the wider world.
- By the end of 2019, to have built a major international Business School focusing on entrepreneurship and innovation which will be directly connected to one of the most successful innovation clusters in Europe.
- In collaboration with Trinity's teaching hospitals, St James's and Tallaght, and other Irish institutions, to facilitate cutting-edge research on ageing and dementia.
- To preserve our national literary treasures, to digitise the Library's ancient collection, opening it up to the world of scholarship, while preserving the original documents for specialised research.
- In partnership with St. James Hospital, to create a National Cancer Institute that will consolidate all cancer-related activities including cancer care, research and education in a purpose-built facility.
- By 2021, the College's Science Gallery will be recognised globally for the delivery of outstanding informal learning programmes that complement formal learning environments.

For further information visit: www.tcd.ie