Trinity Development & Alumni (TDA) is the primary fundraising agency for Trinity College Dublin. It is responsible for supporting Trinity’s ambitious educational, research and outreach programmes and has been instrumental in raising funds in excess of €280 million since its establishment in 1994. TDA also maintains a connection between the College and its 115,000 alumni in 150 countries.

TDA is now 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 fundraising goals and alumni engagement programmes.

**Role & Purpose**
Support the data orientated operations of the office by maintaining and processing the database of alumni, donors, and contacts, containing approximately 120,000 records.

**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. Work closely with other teams such as Finance and Alumni Giving team to assist with administration related to the Alumni Appeal, including phone campaign administration and assistance with email and mail fundraising appeals;
4. Assist with alumni mailings, including the setup, data sorting and fulfilment processes;
5. Work closely with bespoke data systems including Raisers Edge, Stripe, Mailchimp and Smarteezie;
6. 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.

Terms
- The reporting line is to the Data Analyst Manager of TDA;
- This will be a two year contract;
- There will be a six-month probationary period;
- The hours are 9am - 5pm; however, flexibility may be required for supporting evening events;
- 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, 25 January 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. Since its establishment in 1994, Trinity Development & Alumni has been instrumental in raising funds in excess of €280 million.

Visit the TDA website to read our Privacy Policy.