



## Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

<b>Post Title:</b>	Director of Alumni & Supporter Relations
<b>Status:</b>	Permanent, Full-time Contract
<b>Company:</b>	Trinity Development & Alumni (TDA)
<b>Location:</b>	Trinity College Dublin
<b>Reports to:</b>	Director of Advancement, Trinity Development & Alumni
<b>Direct reports:</b>	Team of 7/9
<b>Salary:</b>	Salary will be commensurate with experience

Trinity Development & Alumni, the primary fundraising agency of **Trinity College Dublin**, is looking to recruit a **Director of Alumni & Supporter Relations**. This is a unique opportunity to play a leading role as Trinity College Dublin embarks on its first philanthropic campaign in over 400 years. You will join a dynamic team as the University undertakes the most ambitious campaign ever undertaken on the island of Ireland.

In leading our **Alumni and Supporter Relations** team you will deliver on our vision that our dynamic alumni will continue to benefit from a lifelong relationship with the institution; and, in turn, we hope will be inspired to advance the University's global impact.

### Role Overview

As the **Director of Alumni & Supporter Relations** you will deliver leadership, innovation and inspiration to a global community building loyalty, dedication, and support that advances the University's ambitions and campaign priorities.

You will develop and implement a comprehensive engagement program, with a focus on digital platforms, designed to provide meaningful opportunities for volunteerism, service, personal and professional development, student engagement, donor cultivation and stewardship opportunities.

You will have the opportunity to shape an expanding team of Alumni and Supporter Relations professionals as the department grows to successfully deliver the University's campaign priorities.

You will join the TDA's senior management team tasked with delivering on the University's campaign goals. You will provide strategic leadership and direction to Trinity Development & Alumni, ensuring its continued success and sustainable growth.

### Key Responsibilities

As the Director of Alumni & Supporter Relations you will have strategic and operational responsibility for all matters relating to alumni engagement within Trinity Development & Alumni (TDA) and Trinity College Dublin. You will:

1. Lead the Alumni & Supporter Relations team in delivering innovative programmes that enthuse and engage alumni and supporters in a meaningful way and provide tangible benefits to the alumni network and University community.



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2. Build relationships with alumni, supporters, the network of alumni branches and affinity groups, and the wide University community through one-to-one meetings, speaking at events and convening influential groups.
3. Collaborate closely with the wider advancement team to deliver fundraising plans and prospect strategies, including playing an integral role in informing and delivering actions for major gift prospect cultivation and stewardship.
4. Develop and deliver a strategy for Alumni & Supporter Relations that includes strong digital engagement, is ambitious and inclusive, and is an invaluable part of the Campaign for Trinity and the wider work of the Advancement team.
5. Design and deliver a strategy for ensuring strong, long-term, enduring relationships with our major donors.
6. Manage key strategic relations between TDA and other University departments to ensure effective planning, communication and execution in collaborative University programmes.
7. Work with the senior TDA management team to ensure the Alumni and Supporter Relations team collaborate with the wider TDA team to maximise the alumni network.
8. Manage and motivate a talented and professional team by providing support and supervision, helping the team to achieve their respective individual and team-based goals.
9. Provide a senior leadership role in TDA by contributing to strategy and planning, working collaboratively to ensure Campaign goals are achieved.
10. Design ambitious success measures and then record, report and be accountable for activity, including in line with Campaign target measures.

*The responsibilities specified above are not intended to be exclusive or restrictive and flexibility in the allocation of specific duties will be required. Therefore, duties may be added or withdrawn after consultation with the post holder.*

### **Key Relationships**

There will be a requirement to engage skilfully and proactively with a wide range of stakeholders including College personnel - senior administrative staff, academics and administrators - and external stakeholders such as donors, alumni, volunteers and friends of the University.

### **Experience and Qualifications**

- Applicants should be educated to degree level.
- Minimum of five years' experience in a senior role with a proven ability to design and deliver strategic programmes with particular emphasis on stakeholder engagement.
- A strong track record of success working at a senior level in a strategic capacity with the ability to prioritise competing demands and remain focused on strategic objectives.
- Demonstrable programme management experience, organisational and planning skills, coupled with experience of executing effective engagement strategies.
- Strong people management experience with demonstrated skills in motivating and directing experienced professional staff in a way that assesses, supports and enables exceptional performance.



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- Experience with utilising digital campaigns to engage large communities with demonstrable effect.
- Proven budgetary management experience.

### Person Specification

- Excellent networker with proven experience of building relationships and establishing networks with volunteers, supporters and key stakeholders.
- A confident and empathetic communicator, able to gain trust and commitment across the University and the wider community; public speaking skills preferred.
- Ability to balance strong strategic and problem-solving skills, with uncompromising attention to detail.
- Drive, initiative and resilience with experience of working in a dynamic team in a fast paced environment.
- Demonstrate a flexible and pragmatic approach, with a focus on objectives and outcomes; a determined driver of progress.
- Ability to work independently and decisively when the situation demands it.
- Understanding of, and passion for, the role and value of a university in society.

NOTE: The scope of the job requires travel and attendance at evening and/or weekend activities, meetings, events, seminars and workshops.

### Application Procedure:

Please email your cover letter and CV to [Belinda.clements@tcd.ie](mailto:Belinda.clements@tcd.ie). Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply.

**Applications must be received on or before 5pm, Friday 22<sup>nd</sup> March 2019.**

### About Trinity Development & Alumni

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.

We maintain the University's connection with its 120,000 alumni in 150 countries with over 70 branches and have been instrumental in raising funds in excess of €280 million since its establishment in 1994.

Trinity Development & Alumni (TDA), is the operating entity of Trinity Foundation, an independent charitable trust that supports Trinity's mission through alumni support and engagement, and philanthropic fundraising.