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 an experienced and ambitious strategic events professional to devise, develop, deliver and evaluate a programme of strategic events in support of the University’s ambitious philanthropic goals and global alumni engagement programmes.

This is a senior strategic position and, as such, you will collaborate with colleagues in TDA and across the University to engage Trinity’s vast network of stakeholders including donors, supporters, alumni, faculty, and external stakeholders such as government and the diplomatic community.

This is an exciting time to join the team. [www.tcd.ie/alumni](http://www.tcd.ie/alumni).

**Key Responsibilities**

1. Oversee the delivery of all TDA events and deliver a high-quality and impactful programme of bespoke events - on-campus and internationally.
2. Deliver events on time, within budget, and to the highest standard exceeding expectations every time.
3. Manage the production and administration of events, including:
   a. Pre-event planning - such as, venue availability, budgeting, issuing invitations, managing replies;
   b. Communicate with faculty, and supporters of the University regarding their participation and/or attendance at events;
   c. Event delivery - such as, running order preparation, attendee listings, liaison with relevant staff, catering, on-site inspection, attendance at the event;
   d. Post-event administration – such as, thank you emails, updating the database, processing supplier invoices.
4. Monitor the effectiveness of events by conducting post-event briefings to appraise their success; were event objectives achieved, and how can lessons learned be incorporated into the planning and execution of subsequent events.
5. Collaborate with colleagues to create, develop and plan new events in support of TDA’s activities and programmes.
6. Establish and maintain relationships with suppliers and colleagues across the University and throughout the alumni community.
7. Work with the Communications team to promote events across digital and social media platforms.
8. Provide leadership, motivation, direction and support to the events team and other colleagues assisting with event delivery.
10. Undertake other duties as may be assigned from time to time by line manager.

**Required Experience & Skills**

**Qualifications**
- Third-level qualification in communications, marketing, event management or a related discipline.

**Experience and Knowledge (Essential)**
- Candidate should have a minimum of 5 years’ experience working at a senior level in event management.
- Strong background in project management and experience managing a team.
- Demonstrable experience of delivering high-quality events/programmes to internal and external stakeholders in customer service focused environment.
- Exceptional interpersonal skills with demonstrable ability to display diplomacy and foster good relationships with colleagues and internal and external stakeholders.
- Excellent oral and written communication with an eye for detail.
- Proven problem-solving skills and ability to remain calm and focused during stressful and evolving situations.
- Diligent, highly organised with experience of structuring own workload, managing multiple projects, and working to tight timelines.
- Motivated, flexible and ability to use own initiative in a fast paced professional environment.
- Strong 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)**
- Strong understanding of digital and social media platforms.
- Experience with customer relationship management databases or equivalent desired.

**Terms**
- The reporting line is to the Communications Director.
- This will be a two year fixed-term contract.
- There will be a six-month probationary period.
- The hours are 9am-5pm; however, work evening and weekend work will be required. Occasional travel as 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:
- describe the position you currently hold (or a previous position you held) and outline a specific event that you have worked on from inception through to delivery and follow up post event.
- outline your experience, skills and other attributes of relevance to this role.

Applications by email only to domangan@tcd.ie. Closing date noon on Friday, 14 September

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.