

**Post Title: Alumni Relations Executive, Trinity Development & Alumni**  
**Status: Two-month Temporary Contract (we are planning to get the contract regularised so this could become a two-year contract)**  
**Organisation: Trinity Development & Alumni**  
**Location: Dublin**  
**Reports to: Alumni Relations Manager, Trinity Development & Alumni**

**Trinity Development & Alumni (TDA)** is looking to recruit an Alumni Relations Executive to support Trinity's engagement with its 100,000 alumni worldwide, ensuring that they are kept informed and involved with the College community.

As the primary fundraising agency for The University of Dublin, Trinity College Dublin, Trinity Development & Alumni is charged with responsibility for, and solely exists to support, the fundraising and alumni engagement of Trinity. [www.tcd.ie/alumni](http://www.tcd.ie/alumni).

This post is tenable from January 6, 2020

### **Role & Purpose**

The Alumni Relations Executive will work the Alumni Relations team and colleagues in TDA to deliver a comprehensive suite of alumni relations programmes including communications, events, services, mentoring and volunteering.

### **Key Responsibilities**

1. Work with student groups to build awareness of the role of philanthropy in the university, help them engage with alumni and understand the opportunities available to them as new alumni.
2. Support the international ambassador and professional development programmes for alumni, including mentoring, networking and student recruitment.
3. Support the delivery of a variety of alumni events, communications and online engagement.
4. Provide administration support for the alumni relations team as required.
5. Work with the TDA teams in delivering the respective goals of the College, including other alumni giving and relations initiatives.
6. Plan, record, measure and report on activity as agreed by line manager.
7. 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)**

- Excellent oral and written communication skills.
- Excellent interpersonal skills with an ability to foster good working relationships with colleagues and volunteer groups.
- Motivated, flexible with experience of structuring workload in a busy working environment.
- Diligent, highly organised with close attention to detail.
  
- Experience of structuring workload and timelines.
- Strong MS Office packages (Word, Access, Excel, etc.).
- 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)**

- Experience of marketing and communication tools such as (Mailchimp, SurveyMonkey, Tito or Eventbrite).
- Experience with customer relationship management databases (Raiser's Edge)

### **Terms**

- The reporting line is to the Alumni Relations Manager of TDA.
- This will be a two-month fixed-term contract but we anticipate turning this into a two-year fixed-term contract in March 2020.
- The hours are 9am - 5pm; however, there is a requirement to work outside normal business hours for events.
- 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 Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the below points in their application.

\*Your cover letter should:

- Outline experience to date that you believe would be of relevance to this role.
- Illustrate through past examples your ability to work with a team and also on your own initiative.

**Email applications only to [Suzanna.doyle@tcd.ie](mailto:Suzanna.doyle@tcd.ie). Closing date is noon Thursday, 12<sup>th</sup> December 2019.**

*\* 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.*