



Job Title: UCD ALUMNI RELATIONS EVENTS MANAGER

Role Summary

About UCD Foundation: UCD Foundation works to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. The Foundation is engaged in fundraising activity for transformational, multi-year development programmes.

Purpose of the role: UCD Foundation seeks a highly motivated, enthusiastic, and detail-oriented Events Manager to join our award-winning team and provide support for the design and delivery of major events and alumni activities that help the organisation to achieve alumni engagement goals.

The long-term success of UCD is greatly aided by its alumni, and one of the main components of our alumni engagement strategy is our portfolio of events. These provide alumni with a variety of ways to stay in touch with UCD and each other, to foster their intellectual growth as well as their professional and affinity connections.

Reporting to the Associate Director, you will further develop the UCD Foundation's reputation through an extensive alumni-focused event and engagement programme.

This position supports the logistical arrangements and communications for a varied programme of events. The post holder will serve as the logistical lead supporting several key engagement events for UCD and UCD Foundation and work collaboratively across the alumni development team.

Key responsibilities will include management and execution of all events and the design and implementation of a programme of events that supports alumni engagement.

For the right candidate, this role presents an excellent opportunity to develop event management and alumni engagement skills in an important area of University College Dublin.

Key Responsibilities

- **Event Planning and Execution:** Manage and deliver the end-to-end event process for various alumni events, including awards celebrations, festivals, reunions, conferences, networking sessions, and professional development workshops. Lead internal planning meetings and contribute ideas and suggestions to support the unit's objectives. Manage Colleges and Schools' involvement and participation in the UCD Festival.
- **Communication and Promotion:** Work closely with the communications team to promote events through various channels, including newsletters, social media, and the alumni website. Create high quality and compelling event materials and communications to drive attendance and enthusiasm.
- **Alumni Engagement:** Develop and implement strategies that deliver an increase in alumni engagement and attendance at events. Support the development and running of the alumni reunions programme.
- **Relationship Building:** Cultivate, develop and maintain relationships with alumni, vendors, and other stakeholders to enhance the overall success of events. Collaborate with colleagues, university faculty and staff and internal and external suppliers to create collaborative event opportunities.



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- Budget management: Responsible for managing event budgets efficiently, maximising resources for optimal impact and reporting on final costs and return on investment.
- Manage people: Take full line management responsibility for a direct report, allocating tasks, monitoring progress, motivating, and supporting professional development.

Person Specifications & Qualifications:

Essential requirements

- A passion for event planning and execution with proven experience in supporting a variety of engagement events, managing workloads effectively and responding collaboratively and flexibly to opportunities and challenges as they arise.
- Ability to take broad visions and develop them into strategic, structured, measurable plans.
- Ability to work independently and autonomously and as part of a small team. Open to work within all levels of the administrative needs of the unit.
- Excellent project management, organisational, creative problem-solving and multitasking skills with a proactive approach to event planning and meticulous attention to detail.
- Ability to stay on top of production trends.
- Strong interpersonal skills, ability to communicate effectively and clearly with all stakeholders
- Experience managing contracts and vendor relationships.
- Understanding of event protocol and logistics.
- Experience with high-level event attendees.
- Interact effectively and appropriately with board members, the Office of the President, academic deans, the University Secretariat and college leadership.
- Willingness and ability to work some evenings and weekends as events dictate.

Experience:

- Event management, planning, and execution experience, with a portfolio showcasing a breadth of event management work.
- Attendee experience and management: from registration, ticketing, platform management, logistics, and communications.
- Prior experience in delivering events in an alumni relations, membership or volunteer environment is highly desirable
- Experience with large-scale event budget management.
- Experience working with event and video production consultants and agencies.
- Experience working across multiple teams and disciplines collaboratively and effectively.
- Demonstrated experience in successfully working independently and organising one's own work.
- Demonstrated experience in successfully handling multiple projects and demands efficiently.
- Demonstrated experience in working with a team towards ambitious shared results.



Personal characteristics/competencies:

- A high level of self-reliance, flexibility and adaptability and ability to take initiative and adjust priorities as needed.
- Proactive problem-solving and decision-making abilities.
- Confidence in interacting with senior stakeholders, contributing to strategic discussions, and effectively advocating for support on initiatives.
- Ability to work collaboratively in a team-oriented environment.
- Self-motivated, enthusiastic, and driven.

What You Can Expect from Us

UCD Foundation is excited to be adding this role to our team. In return for enthusiasm and a willingness to learn from your colleagues, you can expect the opportunity to develop and thrive in a positive and collaborative work environment where each team member's contribution is valued and acknowledged.

We are committed to providing you with the knowledge and experience that will equip you to carve out a career in finance and not-for-profit operations, as well as transferable skills that would be attractive to future employers across every sector.

UCD Foundation employees are located on the UCD Belfield campus. We take a hybrid approach to be on site with three days a week on site and up to two days a week working from home (there will be a requirement to be on site for additional days during the probation period or busy times).

Salary and Benefits

- Attractive basic salary – (€52,000 to €55,000)
- 21 days annual leave plus additional days (i.e. Good Friday, Christmas period).
- Opportunities for 'time in lieu' for specific volunteering days.
- Generous paid sick leave entitlement.
- Pension – defined contribution – 10% employer contribution, on completion of a successful 6-month probationary period.
- Employee assistance programme.
- Cycle-to-work scheme.
- Hybrid Working.
- Up to two weeks remote working per calendar year.
- Opportunity to take unpaid leave over the summer (max two weeks).
- Reduced employee rates for UCD Sports & Fitness.
- International partnerships and knowledge networks (e.g. CASE membership)

Additional details/ Application process

The contract for Alumni Relations Manager is for 3 years starting October 2024, subject to a satisfactory six month probationary period.

To apply, please submit your CV and a cover letter outlining your relevant experience and why you are a suitable candidate for this position to Sheila Morris, Head of Events UCD Foundation. Email Sheila.Morris@ucdfoundation.ie with the subject line 'Application: UCD Alumni Events Manager'. Please include details of your eligibility to work in Ireland in your submission.

The closing date for applications for this role is 12th September 2024.

UCD Foundation is an equal opportunities employer that welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

Further information on the work we do can be found on the following websites:

www.ucdfoundation.ie

www.ucd.ie

www.alumni.ucd.ie/awards/

www.festival.ucd.ie