



## **Strategic Review of Alumni Relations – Project Manager President’s Office (Part-time Specific Purpose Contract initially for 11 months)**

### **General Information**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland’s University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the of the world’s young universities (QS Top 50 under 50)

### **Alumni Office**

There are nearly 50,000 DCU Graduates worldwide located in all corners of the world. All DCU graduates automatically become members of the DCU Alumni Association upon graduation and are called to support the University’s efforts to establish, engage and sustain all graduates activities and create a stronger community. These activities fall into several areas including social, professional, sport and international. The Association is a valuable social and professional network for DCU graduates.

The DCU Alumni Office ([www.dcu.ie/alumni/index.shtmls](http://www.dcu.ie/alumni/index.shtmls)) is responsible for supporting and developing the University’s ever-growing graduate community and for promoting a mutually beneficial relationship between Alumni and the University.

### **Overview of the Role**

Reporting to the President of the University, the Strategic Alumni Relations Project Manager will undertake a complete and comprehensive review of the University’s Strategy in developing connections and sustaining lifelong engagement with its Alumni

## **Main Duties and Responsibilities**

More specifically, the Strategic Alumni Relations Project Manager will be responsible for:

- Developing a clearly articulated University Strategy and structure for DCU Alumni
- Undertaking an audit of the relevance and capability of the existing resources and structures with a view to re-invigorating and maximising their effectiveness to deliver on the strategy
- Reviewing the processes of nurturing lifelong relationships with our Alumni

## **The Key deliverables will be as follows:**

By Spring 2015 there will be:

- a clearly articulated strategy in place which has active buy-in and involvement from key senior university and academic staff
- effective structures and processes in place to deliver on the strategy
- a revitalised alumni capacity
- evidence in wider society of more 'well placed' and successful individuals identifying with DCU
- a set of initiatives established which will enhance the relationship between DCU and all facets of our Alumni Community

## **Qualifications and Experience**

Candidates shall have a primary degree or equivalent and a minimum of 10 years relevant experience.

The ideal candidate shall have highly-developed communication and interpersonal skills. S/he shall have demonstrable experience of creating a vision and setting strategy with a record of achievement in successful implementation and delivery. S/he shall have the ability to develop collaborative relationships with key stakeholders both internal and external to the University, in particular with DCU Alumni. In addition, the ideal candidate will have experience of an ambassadorial type role dealing with senior figures in business and public life.

Excellent project management skills, together with experience of working within the higher education sector, is essential.

## **Person Specification**

The ideal candidate will be expected to demonstrate:

- Clear, strategic thinking appropriate for developing a University Strategy for DCU Alumni
- Ability to build positive relationships with colleagues in the University and key external stakeholders – in particular with DCU Alumni.
- Excellent interpersonal, written and oral communications skills.
- Excellent influencing, persuasion and negotiating skills.
- Excellent Project Management Skills

An attractive salary, commensurate with the successful applicant's experience, will be offered to the holder of the post.

Details of the pay that applies to internal candidates upon promotion can be viewed at

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

**Closing date: 6<sup>th</sup> March 2014**

Informal inquiries should be addressed by email to the University President,  
Professor Brian MacCraith, [brian.maccraith@dcu.ie](mailto:brian.maccraith@dcu.ie)

**Application Forms are available from:**

Human Resources Department, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Full job description is available at: [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml)

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