



Applications are invited from suitably qualified candidates for the following position

**Alumni Relations Operations Manager  
Professional 5a (P5a)  
Alumni Office  
3 Years Fixed-Term (Full-Time)**

**Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Overview of the department**

The Alumni Relations function connects the university with our rapidly growing alumni community, with almost 100,000 graduates located all over the globe. Strengthening engagement and building a relationship with our community of graduates is a fundamental objective of the university. The Alumni

Relations Office is the central point for this activity and works closely with the day to day life of the university and its Faculties, and externally, by enhancing our communication and engagement opportunities for all our graduates.

### **Role Profile**

DCU is currently recruiting for the position of Alumni Relations Operations Manager. This individual will report to the Director of Alumni Relations and have accountability for assisting with the delivery of the annual alumni relations programme in line with the University's strategic plan "Talent, Discovery and Transformation".

### **Duties and Responsibilities**

Please refer to the job description for a list of duties and tasks responsibilities associated with this role.

### **Qualifications and Experience**

- A primary degree or equivalent (NFQ Level 8) in Business or related subject with clear comprehension of process, events and customer experience is required.
- A minimum five years' experience in the area of Alumni Relations and using databases or CRM systems for the purpose of engaging and building relationships.
- Knowledge and comprehension of the Alumni Relations sector is essential.
- Project Management skills are essential due to the volume of alumni engagement through events, reunions, mentorship and other key initiatives.
- The ability to manage several projects and deadlines, delivering to tight deadlines while retaining attention to detail.
- Strategic mindset, with strong negotiation and teamwork / collaboration skills.
- An excellent communicator, both verbal and written, with the ability to successfully network within the industry
- Previous line management experience and a qualification and/or experience in marketing would be an advantage.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 5a (P5a) - €51,313- €69,391

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date: Wednesday 9<sup>th</sup> November 2022**

**For more information on DCU and our benefits, please visit [Why work at DCU?](#)**

**Informal Enquiries in relation to this role should be directed to:**

Mr. Ross Munnely, Director of Alumni Relations, Alumni Relations.

Email: [ross.munnely@dcu.ie](mailto:ross.munnely@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #BC220916 Alumni Relations Operations Manager**

*Dublin City University is an equal opportunities employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.*

*The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy](#)*