



# **Ollscoil Mhá Nuad Maynooth University**

## **Development and Alumni Relations Office Senior Development Manager - Philanthropy (Permanent)**

### **The Role**

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking a Senior Development Manager - Philanthropy to play a key role in a growing alumni relations and fundraising operation. The Senior Development Manager - Philanthropy will be an experienced fundraiser with a sophisticated understanding of the higher education sector and the role of philanthropy in furthering a university's mission.

They must have a track record of building strong one-on-one relationships with both individuals and corporate funders that result in philanthropic success, including a track record of securing major gifts; an ability to work with internal and external stakeholders to craft cases for support for a variety of projects and disciplines; and exceptional interpersonal, oral and written communications skills.

They will be responsible for a portfolio of donors and prospective donors, and play a key leadership role in implementing the University's fundraising plan and development of the function while reporting to a series of KPIs. They also will be comfortable in stepping outside the box as needed to assist and support a small but highly capable, ambitious and growing team.

This position will report into the Vice-President External Affairs at the present time, this may change with growth in the function.

### **Principal Duties**

This will include:

#### **Fundraising**

- Bringing an entrepreneurial spirit, assist in the delivery of a growth strategy for a nascent fundraising unit within an established university.



- Deliver annual fundraising targets and broader KPIs for a portfolio of donors (corporates and individual donors), engaging them on projects that may include research, capital infrastructure, student programmes, scholarships/bursaries, or regular giving.
- Further develop the fundraising strategy and cases for support for priority areas and projects; potential projects may include, but are not limited to: health, arts and culture, business, law, sports, technology/science, student experience, and educational opportunity.
- Working with the team, identify a pipeline of potential donors for each assigned project.
- Cultivate relationships with alumni and non-alumni major gifts donors, prospective donors, corporations, foundations and/others in support of these projects and future projects and manage those relationships in perpetuity.
- Oversee the development, stewardship and reporting on complex, multi-funder partnerships to ensure sustainable and mutually beneficial project impact.
- Build strong relationships within the University to continuously hone the projects from conception to delivery.
- Work with colleagues to deliver a bespoke set of cultivation activities matched to donor interests, including hands-on oversight of fundraising events, meetings and related communications.
- Upon securing gifts, ensure ongoing, robust stewardship and recognition of a project's donors.
- Provide knowledge of international best-practice and trends in university fundraising to inform the capacity building, policy development and overall strategic growth of the office and delivery of its strategic objectives.
- Working closely with colleagues, ensure donations follow all governance, compliance, financial and due diligence procedures and obligations.
- Report to and respond to requests of the MU Foundation Board as required.
- Manage a team of direct reports, Development Assistant and Development Officer, to grow and carry out the roles within the fundraising function in a coordinated manner.
- Other relevant duties, commensurate with the grade, as may be assigned.

#### **The ideal candidate will have:**

##### **Essential**

- Bachelor's degree and proficiency in Microsoft Office, including Word, Outlook, Excel and PowerPoint.
- A minimum of five years of experience in fundraising for a higher education institution or charity or equivalent experience in a sales-focused role.
- Demonstrated experience in overseeing and employing fundraising events.
- Experience working with senior leaders, internal and external.
- Experience managing complex, multi-stakeholder projects involving philanthropic funding and/or sponsorship.
- A demonstrated track record of securing philanthropic gifts from individuals and/or corporations at major gift and regular giving levels.
- A sophisticated understanding of a higher education environment, its myriad stakeholders and the rationale for a university's engagement with alumni, donors and prospective donors.
- A nuanced understanding of the donor engagement cycle.
- An ability to think critically about, and communicate with expertise and empathy, cases for support for projects as varied as a new buildings, complex research projects, and student financial supports.
- An ability to work with internal and external stakeholders to craft cases for support for a variety of projects and disciplines.
- An ambition to play a central role in bringing new ideas, experience and energy to a growing team and function designed to increase philanthropic engagement with MU's 100,000+ alumni community, and non-alumni friends and corporations.
- A results-oriented person who likes to engage people, meet targets and get out from behind a desk.
- Exceptional interpersonal, oral and written communications skills.



- Strong attention to detail and accuracy, and an appreciation for sensitivity and confidentiality as required.
- Team management experience.
- Ability to prioritise workload and manage multiple projects at once.
- Ability to work well both independently and as a team in a multi-cultural environment with staff, faculty, alumni and students.

### Desirable

- Experience using a CRM
- Past experience working in a higher education environment
- Past experience working with boards

## Office of External Relations

Under the direction of the Vice-President External Affairs, the Office of External Relations manages and advances the reputation of Maynooth University nationally and internationally by engaging with the public, our graduates, and our colleagues to support the objectives of the *University Strategic Plan 2023-2028*.

We strive to use new and creative ways to tell the stories of Maynooth University—our academic excellence and world-class research to meet societal challenges, our diversity and inclusivity, and our inspiring students and alumni.

We oversee the University's external and internal communications activities, including:

- media and public relations
- marketing campaigns
- brand identity
- digital presence (including the University website and its social media channels)
- alumni relations
- fundraising and development activities
- events (new)
- Other areas of engagement under development

## Development and Alumni Relations at Maynooth University

The Development and Alumni Relations Office serves as a hub for activity and engagement with alumni and philanthropic supporters of Maynooth University. The office is responsible for connecting with and serving our 100,000+ alumni around the world through any number of events, programmes, publications and social media channels, and for raising philanthropic funds to support the Maynooth University Foundation. The Office is in growth mode and this appointment represents a commitment to the University's strategic approach to alumni engagement and philanthropy.

The Office is progressing an enhanced programme of activities and employing an increased level of sophistication in its approach to alumni relations and fundraising to better serve and engage with a loyal alumni network

## The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and



community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18<sup>th</sup> century roots and 21<sup>st</sup> century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

### Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

### Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values. Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three. For more information about Maynooth University's future direction, please visit: <https://strategy.maynoothuniversity.ie/>

### Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithe ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.



Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad:  
<https://strategy.maynoothuniversity.ie/?lang=ga>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

## Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held in early-mid October;
- The appointment is expected to be effective from **13 February 2026**

## Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasáí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

## Terms and Conditions

<b>Tenure</b>	This a full-time, permanent post.
<b>Salary</b>	Senior Administrative Officer IV (2025): €70,034 – €111, 202 p.a. (7 points)



	Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	<p>A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).</p> <p>This can be reviewed or adjusted from time to time through national agreements.</p>
<b>Location</b>	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
<b>Annual Leave</b>	<p>Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a></p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
<b>University policies and schemes</b>	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p><a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a></p> <p><a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a></p>
<b>Pension</b>	<p>This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a></p>
<b>Eligibility</b>	<p>Applications from non-EEA citizens are welcomed. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a></p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> <li>• Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>



<b>Garda vetting</b>	Garda vetting or clearance may be required by the University.
<b>Medical</b>	The University may require a medical examination as a condition of employment.

## Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

## Application Procedure

### Closing Date:

23:30hrs (local Irish time) on **Monday, 15<sup>th</sup> September 2025**.

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**

