

DCU Educational Trust

Development Assistant

- Assist the Development team in all aspects of the Trust's daily activities, including annual fund, capital campaigns, donor management and cultivation, as well as fundraising events.
- Assist the Deputy CEO in the daily financial management of the Trust, including basic book keeping and financial administration.
- Develop and maintain a portfolio of individual and corporate donors.
- Work with the Deputy CEO on Alumni Development programmes.
- Work with the Development Administrator to support office functions.
- Assist the CEO and Deputy CEO on a variety of special projects and events.

Candidate should have a primary degree or equivalent and experience in sales and marketing or non-profit fundraising.

Salary commensurate with experience.

Closing date: 7 February 2003