

St. Columba's College: Foundation Manager **(<https://www.activelink.ie/node/116057>)**



Foundation Manager

SALARY: €55,000–€60,000, depending on experience.

LOCATION: On-campus in Rathfarnham, Dublin 16 with some flexibility for hybrid working and occasional travel.

CONTRACT: Full-time, permanent. However, the College will consider a shorter working week based on the experience and personal circumstances of the preferred candidate.

BACKGROUND

St. Columba's College is one of Ireland's leading boarding and day schools, with a long tradition of academic excellence, community, and character development. Nestled in the scenic foothills of the Dublin mountains, the College is committed to fostering a culture of kindness, compassion, inclusion, responsibility, and determination in everything it does.

To support its strategic development and long-term sustainability, the College established the St. Columba's College Foundation. The Foundation's mission is to strengthen philanthropic support, engage alumni and parents, and deliver effective communications and outreach.

THE ROLE

St. Columba's College is now seeking a proactive, people-centred Foundation Manager to lead and grow the work of its Foundation. This is a key senior appointment, with responsibility for fundraising, donor stewardship, alumni relations, communications, and event management.

Reporting directly to the Warden (Principal), you will develop and manage a portfolio of donors, create compelling fundraising materials, and ensure excellent stewardship of all supporters. You'll also lead on developing an alumni engagement strategy, coordinating events, and strengthening communications with the wider school community.

The Foundation Manager will work closely with internal and external stakeholders, including the Board, senior leadership, parents, alumni and friends of the College, building strong relationships and promoting a culture of philanthropy. You'll play a vital role in supporting the long-term sustainability of the College and its strategic development priorities.

This is a unique opportunity to join a thriving and values-led school in a beautiful campus setting and make a meaningful contribution to its future development. The role offers scope for autonomy, creativity and professional growth in a highly respected educational environment.

APPLICATION DETAILS

To apply for this position, **fill out this form** (<https://www.charitycareersrecruitment.ie/vacancy/150#application-info>) to get the full job description, candidate information pack, and application details.

If you have further questions, email recruitment@cciexecutivesearch.ie (mailto:recruitment@cciexecutivesearch.ie), using St. Columba's College — Foundation Manager as the subject of your email.

The recruitment campaign for this position is being managed exclusively on behalf of St. Columba's College by non-profit specialist recruitment consultancy CCI Executive Search.

It is CCI's policy to ensure that as much accommodation as possible is provided to facilitate the participation of individuals with special needs in the recruitment process and the workplace. If you require any specific accommodations, please let us know.

Deadline for applications: 30/06/2025 15:00

Region

Dublin 16 / Hybrid

Date Entered/Updated

5th Jun, 2025

Expiry Date

30th Jun, 2025

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