



Fundraising Manager

OVERALL PURPOSE OF THE JOB

The Fundraising Manager's responsibility is to oversee the fundraising function of Amnesty International Ireland through the development and delivery of an integrated strategic approach to all areas of the Section's fundraising work. A member of the Senior Management Team, the primary expectations of the post are to further develop and implement the fundraising and membership strategy and to increase, manage and monitor the fundraising income of Amnesty International in Ireland. The postholder will be responsible for line management of 5 staff members, including the co-ordinator of the acquisition area who manages a large Face-to-Face programme.

MAIN RESPONSIBILITIES

1. Management of the fundraising function, to include:

- Ensuring that all aspects of the strategic and operational plans for fundraising are sustainably developed, coordinated, implemented, monitored and evaluated effectively, ensuring current income streams continue to function well and are maximised over time;
 - Main focus areas are Direct Dialogue (in-house F2F & D2D teams), Telemarketing (In-house and agency teams), Digital (especially lead generation and conversion), major gifts, community & events.
- Managing an effective fundraising team, inspiring, motivating and developing them to deliver plans and achieve targets;
- Working closely with a wide range of peers and stakeholders, to include on occasion consultants;
- Researching, planning and implementing new fundraising channels and techniques;
- Overseeing mass communications to the membership of Amnesty International Ireland, including direct mailings, magazine mailings, renewal mailings, e-mailings, with relevant team members;
- Leading on membership growth, recruitment and retention plans;
- Ensuring the effective management of the Section's membership data to maximize income;
- Play an integral role in the financial management of the organisation; producing fundraising plans, strategies, budgets and forecasts to support same;
- Providing regular reports, to include income updates/forecasting for the Executive Director, the National Board and the Senior Management Team;

- Achieving targeted income and growth projections.

2. The post holder is a member of the Senior Management Team and will be expected to play a proactive role in the management of the organisation, including:

- Working with the senior management team on strategic and operational planning, risk management and organisational development;
- Working across functions to ensure collaboration for shared goals and activities to maximise impact;
- Responsible for the development and implementation of appropriate human resource management policies and practices including recruitment, training and development, performance management and remuneration for all staff;
- Proactively communicating the organisation's direction to employees;
- Manages individuals or teams through line management and/or matrix management arrangements as required, ensuring performance is managed effectively and adequate resourcing is planned to meet objectives;
- Assessing and facilitating effective learning and development solutions and supports, including identifying effective training programmes, knowledge sharing, regular performance feedback, coaching and mentoring;
- Proactively monitoring and supporting staff well-being;
- Leading by example and serving as a role model for the organisation's behaviours and competencies;
- Responsible and accountable for leading on data protection compliance in own functional area and within the team;
- Adhering to the line managers' responsibilities for health and safety as laid out in the organisation's safety statement.

3. Any other duties as may be assigned by the Executive Director from time to time in addition to or in lieu of the above.

The successful candidate will have:

- Demonstrable track record of strategic fundraising with a proven experience in a senior fundraising role with a national or international organisation;
- Proven track record of successful development and implementation of major fundraising initiatives at a national level;
- Proven track record of meeting challenging income targets;
- Thorough knowledge of current and emerging fundraising methods and their application in Ireland;
- Proven experience of developing, implementing and managing major donor fundraising programmes would be an advantage;
- Strong financial management and budgeting experience at a senior level, including experience of producing financial plans and reports;
- Demonstrable experience in strategic planning;
- Ability to work with databases and in-depth familiarity of their use in relation to fundraising;
- Strong leadership skills;

- Previous experience in managing and motivating people, including knowledge of performance management systems and familiarity with best practice in managing people;
- Ability to support and develop people, including the ability to give effective feedback and being open to and encouraging feedback from others;
- Excellent organisational skills and the ability to organise and prioritise own work and that of others;
- Excellent time management with the ability to manage multiple priorities and work to deadlines;
- Good working knowledge of data protection and GDPR;
- Excellent communication skills, both written and verbal;
- Proactive approach and strong problem-solving skills;
- Proven capacity to lead in a strategic and collaborative fashion;
- Ability to work as part of a team and collaborate and seek input from colleagues from other teams.

The salary for this full-time 1-year fixed term contract position of 35 hours per week is approximately €58,000 per annum, depending upon experience. Flexible working arrangements, including part-time hours of no less than 28h/week can be considered.

Amnesty International Ireland is an inclusive employer and welcomes applicants from diverse backgrounds. Reasonable accommodations can be provided at interview stage.

The closing date for applications is 5pm on Friday, 22nd October 2021.

Please go to www.amnesty.ie to apply. If you are unable to complete an online application, you can download the application form from our website and send it to positions@amnesty.ie.