

## Job Description: Fundraising Manager



<b>Job title:</b>	Fundraising Manager	<b>Hours:</b>	Full time five days per week (part time and/or flexible working considered for right candidate)
<b>Location:</b>	Dublin (but flexibility offered and negotiable)	<b>Travel:</b>	Yes, but rarely
<b>Salary:</b>	€55,000-€60,000 depending on experience	<b>Reporting to:</b>	CEO
<b>Annual Leave:</b>	25 days	<b>Application Deadline:</b>	29 May 2023 at 5.30pm
<b>Date posted:</b>	4 May 2023	<b>Interviews</b>	TBC

### **Introduction:**

The Irish Refugee Council is seeking a highly motivated and experienced fundraising professional to join their passion driven team.

The Manager will also be responsible for the nurturing of our membership, public donations, major donors, philanthropic trusts, legacy gifts, foundations, and grants.

The Fundraising Manager will steward and develop a valuable pipeline of prospects and qualified donors.

Responsibilities will also include communication and events. Working closely with the CEO, the Fundraising Manager is responsible for increasing and enhancing opportunities for people to financially support the work of the IRC and increasing awareness of the essential work we do.

We have huge impact. Changing lives in many ways. The Fundraising Manager is crucial to our impact and a critical part of our team. Join us and make difference.

### **About the Irish Refugee Council:**

We believe in a fair and inclusive society for people seeking international protection in Ireland. We believe that every person has a legal right to claim asylum and to have their application considered in a fair and transparent manner, in accordance with the 1951 Convention relating to the status of refugees.

Our work involves services and support to people seeking protection and refugees. We provide information and legal advice. We also provide integration supports around housing, education, employment, youth work and resettlement. Through our services we identify trends and issues that require change and advocacy.

We are currently celebrating our 30<sup>th</sup> year and will be launching our new strategic plan in Spring 2023.

### **Overview and Job Description**

We are seeking a talented fundraising and communication professional to lead the organisation's fundraising and grant identification and reporting work. We are seeking to consolidate on the growth of the organisation and demonstrable success and impact in a variety of areas. The incumbent will possess exceptional interpersonal skills, with a proven ability to build relationships with a variety of stakeholders.

### **Principal Duties and Responsibilities**

Key Responsibilities and Duties:

- The purpose of this role is to create and implement sustainable fundraising strategies to achieve the IRC's annual targets through maintaining and growing its existing donor-base and securing new and sustainable sources of financial contributions.

Develop and Implement Fundraising Strategy:

- Participate in creating and implementing a fundraising strategy that significantly contribute to deliver IRC's financial targets.
- Develop and implement an annual plan with monthly milestones including investment and income targets. Be responsible for meeting income targets and devise and develop opportunities to grow income levels.
- Enhance existing fundraising activities and channels and investigate and harness new and emerging sources of income to the IRC.
- Giving donors support, information and appreciation.
- Integrate and optimise contribution of volunteers to achieve fundraising goals.
- Build strong working relationships with colleagues across the organisation, including Board Members, to engage the whole organisation in the fundraising work.
- Build meaningful relationships with our range of donors including corporate donors and find innovative solutions to engage them around our crucial work.

Financial Reporting and Evaluation:

- Prepare and maintain a rolling income and expenditure run rate/forecast in close cooperation with the Finance Manager
- Record, monitor and report financial progress at management meetings
- Prepare quarterly reports for the CEO and Board

- Carry out regular evaluations of the overall fundraising performance in consultation with the Senior Leadership Team and Board to continuously improve processes and increase fundraised income

#### Marketing and Communications:

- Organise and lead the production of fundraising promotional materials as required.
- Monitor the IRC's website from a fundraising viewpoint and ensure its potential as a fundraising tool is maximised.
- Attend relevant fundraising fora such as Charities Institute Ireland, and other relevant bodies. Identify future funding opportunities including grants, partnerships and new areas of collaborations.
- Drafting funding applications
- Drafting communications to donors and members including newsletters and one-off communications
- Lead on drafting updates and reports and care to donors
- Support social media releases as required
- Support staff members to demonstrate their impact and successes.

#### **Person Specification: Qualifications, Experience, and Skills Required**

##### **Essential Criteria**

- The successful candidate will be a talented fundraising professional with demonstrated success in implementing fundraising strategies with 3+ years proven experience in fundraising/ sales.
- A professional or academic qualification in fundraising, sales, marketing or a related field. Proven professional experience of 5+ years will be considered in lieu of qualification.
- High levels of computer literacy particularly MS Office and experience working with the CRM systems.
- Prior experience in development and implementation of a multi-annual fundraising plan for a comparable sized organisation.
- Excellent written skills including the ability to write in concise and impactful way suitable for different mediums.

##### **Desirable criteria**

- Masters level qualification in fundraising, sales, marketing, or a related field.
- Experience of reporting to and engaging with a Board.
- Knowledge of Salesforce CRM or similar products.

- Experience of Mailchimp, Excel, Facebook, Instagram and Twitter.
- Demonstrated experience in implementing major gifts fundraising strategies and campaigns.
- Prior experience in capital fundraising campaigns.

#### **Behavioural Competencies:**

- Exceptional interpersonal skills, with a proven ability to build relationships with both internal and external stakeholders.
- Strong written and verbal communication skills, including experience in customer service/relationship fundraising.
- Strong creative, strategic, analytical, organisational, and personal related skills and experience delivering plans across multiple channels.
- Experience in project management methodology and implementation.
- Demonstrated ability to secure project and organisation information and create effective offers, proposals and report backs to donors.
- Ability to work under pressure, multitask and meet tight deadlines.

#### **Equality, Diversity and Inclusion**

The Irish Refugee Council is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. We welcome applications from everyone, in particular from people with direct experience of the international protection process and who have lived in Direct Provision.

#### **Staff Benefits and Salary**

- Full time five days per week (part time and/or flexible working considered for right candidate)
- Starting salary of €55,000-€60,000 per annum based on candidate's experience (negotiable)
- 25 days annual leave plus additional paid leave at Christmas.
- A commitment to professional development including access to an annual career professional development fund.
- A comprehensive induction process.
- A diverse working environment.
- Employee Assistance Programme that offers expert counselling and support.
- Flexible and supportive working arrangements.
- Pension after passing probation period of six months. Contribution of up to 7.5% of salary on condition that staff member contributes 3.75% of salary.
- Car and Bike parking.

## Application Process

- Please send a CV and cover letter to [recruitment@irishrefugeecouncil.ie](mailto:recruitment@irishrefugeecouncil.ie)
- The phrase "Fundraising Manager" must be inserted into the email subject matter line.
- The cover letter must *clearly address* the requirements outlined above. Only applications addressing the requirements will be considered. Applicants should give examples of how their experience meets the points listed in the Person Specification.
- Deadline for application is 5.30pm on the 29 May 2023 at 5.30pm
- Each application will receive an email acknowledgment upon receipt of application.
- Only candidates who have been shortlisted will receive an email to advise if you have been shortlisted for interview.
- Interviews will take place on Microsoft Teams.