

JOB DESCRIPTION

JOB TITLE

Trusts, Foundations and Institutional Fundraising Executive

Line Manager

Fundraising Manager

SUMMARY OF ROLE

The purpose of this post is to manage an ambitious portfolio of Institutional, Charitable Trusts and Foundation grants supporting Irish Red Cross work in Ireland and overseas.

MAIN TASKS / RESPONSIBILITIES OF THE POSITION

Strategy & Internal Reporting

- To keep accurate and accessible financial records for forecasting on an ongoing basis, playing a key role in the writing, effective monitoring and development of Irish Red Cross fundraising budgets to ensure net income targets are achieved.
- To maintain and develop a strategy to ensure that all opportunities for approaching charitable trusts, foundations and statutory funds are in Ireland and in Europe are maximised.
- To assist the Fundraising Manager in the preparation of reports for the Head of Fundraising and Head of International.

Internal & External Research

- To prepare and update detailed research on current and potential Charitable Trusts, Foundations and statutory donors.
- To maintain accurate paper and database records on current Charitable Trusts, Foundations and statutory donors.
- To meet with the Head of Fundraising and Head of International on a monthly basis to provide an update on funding opportunities.
- To identifying budgeted programmes that can be packaged or repackaged to fit the criteria of the current and potential Charitable Trusts, Foundations and statutory donors

Grant management process

- To develop and write strong applications for charitable Trust, Foundations and European and international Statutory grants while ensuring donors' requirements are met and applications are submitted in a timely fashion.
- To Liaise quarterly with the Red Cross EU Office in relation to European funding grants
- Follow up approaches to ensure that applications are fully considered
- To ensure that all donations and grants are properly acknowledged and in a timely fashion.
- To produce reporting templates, as required, and to liaise with the relevant national and international departments to ensure that reporting timetables and requirements are agreed and that high quality narrative and financial reports are delivered on time and in accordance with donor requirements.
- To ensure that grant terms and conditions are met and income is drawn down to schedule.

Internal & External Relationship Management

- To ensure that the relevant departments (National & International) are aware of new funding and their obligations regarding the project delivery and reporting.
- To create digital/hard copy materials to keep donors informed of developments in the Irish Red Cross.
- To nurture good relationships with prospective donors. This will involve showing donors around Irish Red Cross programmes and attending other events in order to present the Irish Red Cross case for support.

General support

- To contribute ideas to the ongoing development of Irish Red Cross fundraising strategies for national and international projects
- To share with the Fundraising team awareness of developments in the external environment, as well as any relevant and appropriate research
- To keep up to date with the legislative requirements and codes of practice for fundraising generally.
- To maintain active membership of relevant and appropriate fundraising institutions and networks.
- To provide cover occasionally for other members of the Fundraising Team (as appropriate).

Experience

- Minimum of 3 year's trusts fundraising experience or similar research based role.
- Excellent computer skills and working experience in Word, Excel, PowerPoint, Outlook and database packages.
- Exposure to other elements of fundraising and/or research activity would be very beneficial but is not essential.
- A proven track record in securing multi-year grants and maintaining ongoing relationships with funders would be beneficial but not essential.
- Knowledge of the grant-in-aid structure of the European union would be an advantage

Personal Attributes

- Flexibility, innovation and initiative.
- Excellent grant and report writing skills
- A clear understanding of fundraising through trust, foundation and institutional grants.
- Excellent communication and presentation skills, verbal, written and face to face.
- Excellent project management and planning skills.
- Excellent organisational and administrative skills.
- Initiative and focus to carry out the research function of this role.
- The ability to juggle a wide range of activities, prioritise own workload and meet deadlines.

Qualifications

Education to degree level (desirable) or relevant experience gained either in the corporate or voluntary sector.

Contract Terms

- **Length:** 2 years
- **Salary:** €35,000 - €40,000 dependant on experience
- **Hours:** 35 hours a week, 09:00am – 5:00pm Monday to Friday
- **Job Location:** Irish Red Cross, 16 Merrion Square, Dublin 2

To apply

Please forward your Curriculum Vitae and cover letter to Catherine at:
chassett@redcross.ie

Phone: 01 642 4600

Closing date for applications: 25th of January