



JOB DETAILS

Title:	Community Fundraising & Events Executive (CFEE)
Duration:	Permanent, Full Time
Salary:	€35,000 - €40,000 p.a.
Reporting to:	Corporate Partnerships & Philanthropy Manager (CPPM)

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

The Community Fundraising & Events Executive is responsible for delivering funds from members of the public and community groups who wish to participate in activities or events for the purpose of raising funds for the Irish Red Cross.

The CFEE will act as the liaison between the IRC National Office and its branch network, for the purpose of supporting and building awareness of local branch activities and their fundraising efforts.

The CFEE will be responsible for contributing to the delivery of annual IRC events.

We are seeking a dynamic individual with exceptional motivation and networking skills to drive this critical and expanding area of Irish Red Cross fundraising.

This is an exciting role for a self-starting individual who wants to make a difference working with one of Ireland's most respected charity organisations.



The successful candidate will have excellent communication skills and be able to pro- actively engage with donors and IRC branches on a routine basis. This candidate will also have the capacity to draft concise and articulate proposals and operational plans and be comfortable delivering presentations and programme updates in informal and formal settings.

ROLE RESPONSIBILITIES

- In this role, the Community Fundraising & Events Executive will:
 - Develop new short and long-term community relationships in support of the Irish Red Cross
 - Take the lead on Community Donor Engagement - including events, PR & promotion.
 - Nurture, develop and manage key fundraising relationships with existing community groups and schools' relationships.
 - Maximise income from Community & Events fundraising streams.
 - Create fundraising materials for the IRC branch network, community groups and schools.
 - Assist in the organisation of community and branch fundraising events as required.
 - Work with IRC branches nationwide to support and build awareness of branch fundraising activities.
 - Develop quality fundraising proposals and project plans, and timely donor reports.
 - Promote awareness about the work of the Irish Red Cross and its branch network.
 - Assist with national fundraising activity.
- Work actively towards the achievement of Irish Red Cross goals.
- Undertake training and development as required.
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.



ROLE REQUIREMENTS

Essential Criteria

- A minimum of 3 years proven and relevant experience in fundraising and/or business development
- All levels of education will be considered. However, good communication and interpersonal skills are essential.
- Competency of engagement with established social media channels.
- Strong reporting & IT skills – including CRM Databases, MS Office.
- Full clean driving license – and vehicle.
- Flexible approach to working hours in response to the varying demands of the office.
- Good administrative and organisational skills
- Ability to speak and write fluent English.
- A track record of meeting deadlines and targets.
- Excellent attention to detail.

Desirable Criteria

- Confident networker with the ability to forge strong working relationships.
- Experience in Community fundraising and relationship management is desired.
- Experience of dealing with sensitive information in a discreet manner
- Flexibility and adaptability and a willingness to take on additional duties.
- A keen interest and understanding of the not-for-profit sector and fundraising principles.
- Committed interest in the work & principles of the Irish Red Cross
- Ability to work as part of a team.
- Ability to respond to a varying workload in a busy environment.

FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

This role is in the Irish Red Cross “Admin & Development” job family.



Crois Dhearg na hÉireann
Irish Red Cross

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

Fundraisingjobs@redcross.ie

Applications should be in .pdf or MS Word format, and with file names in the following format:

- <Surname>, <First name> - CV
- <Surname>, <First name> - Cover Letter

The closing date for applications is May 26.

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role throughout the week of May 29

Please note that there may be a second round of interviews.