



## **JOB DETAILS**

Title:	Philanthropy Coordinator (Major Donors & Legacy Giving)
Duration:	Two-year, fixed term contract.
Salary:	€42,000 to €47,000 depending on experience <sup>1</sup>
Reporting to:	Partnerships & Philanthropy Manager

## **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 Philanthropy Coordinator is responsible for delivering income from Major Donors and Legacy Gifts. We are seeking an individual with exceptional motivation and networking skills to drive the strategies in this critical and expanding area of Irish Red Cross fundraising. This is a demanding role that requires high levels of dynamism, energy, and innovation.

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 proactively engage with donors on a routine basis. This candidate will also have the capacity to draft concise and articulate proposals and be comfortable delivering presentations and programme updates in informal and formal settings.

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<sup>1</sup> This role is assigned to the Job Family of: Coordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



## **ROLE RESPONSIBILITIES**

- Manage and monitor Irish Red Cross philanthropic activities. This involves a specific focus on Major Donor engagement and Legacy Giving,
- Work closely with the Partnerships & Philanthropy Manager to identify, cultivate, and develop high level donors and legacy prospects.
- Meet agreed Major Donor fundraising targets in a cost effective and sustainable manner,
- As required, to manage the development and timely submission of high quality funding proposals and timely donor reports,
- Ensure all activities comply with Irish Red Cross' policies and procedures, relevant professional codes of conduct, regulation, etc..
- Fully brief and effectively engage the HoF where engagement of the Board and/or SMT is required.
- Pro-actively represent the Irish Red Cross for relevant fundraising activities and events, where required.
- 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 relationship fundraising
- Confident networker with the ability to forge strong relationships
- Competency with social media engagement.
- Excellent communication and interpersonal skills
- High-level research skills
- Strong report-writing & IT skills – including CRM databases, MS Office suite
- Experience of dealing with sensitive information in a discreet manner
- Flexibility and adaptability and a willingness to take on additional duties.
- Flexible approach to working hours in response to the varying demands of the office.
- A keen interest and understanding of the not-for-profit sector as well as fundraising principles.



### **Desirable Criteria**

- Direct experience in Major Donor fundraising
- Demonstrable experience of managing Major Donor relationships
- Experience in Legacy Giving fundraising.

### **FURTHER INFORMATION**

The Irish Red Cross offers the following benefits in addition to salary:

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Paid maternity & paternity leave\*
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports.
- Professional subscriptions (as applicable).

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.

### **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:

[jobs@redcross.ie](mailto:jobs@redcross.ie)

Your email should contain Philanthropy Coordinator in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format:

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



**Crois Dhearg** na hÉireann  
**Irish Red Cross**

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

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