

JOB DETAILS

Title:	Corporate Partnerships Coordinator
Duration:	Two-year, Fixed Term Contract
Salary:	€40,021.25 – €52,410.79 depending on experience
Reporting to:	Corporate Partnerships 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 Corporate Partnerships Coordinator is responsible for delivering funds from corporate donors.

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 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.

ROLE RESPONSIBILITIES

In this role, the Corporate Partnerships Coordinator will:

- Assist the Corporate Partnerships Manager in the growth of Irish Red Cross corporate partner engagement and support through:
 - Identification, research, and cultivation of new and potential corporate fundraising opportunities.
 - Solicitation and development of new short and long-term corporate partnerships in support of the Irish Red Cross.
 - Donor engagement - including regular stewardship, participation in events, and donor-focused work in the areas of PR & promotion.
 - Development of quality funding Proposals and timely donor reports.
- Work with the Corporate Partnerships Manager and the Head of Fundraising to achieve the mission of the Irish Red Cross.
- Provide regular reporting and feedback on fundraising progress to Corporate Partnerships Manager.
- Represent Irish Red Cross for fundraising activity and/or at events where required.
- Ensure all activities comply with Irish Red Cross's policies and procedures, relevant professional codes of conduct and standards, regulation and legislation governing charity activities.
- Work actively towards the achievement of the 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 sales/business development.
- Experience in Corporate fundraising and relationship management.
- A confident networker with the ability to forge strong working relationships.
- Competency of engagement with established social media channels.



- Excellent communication and interpersonal skills.
- Strong Report writing & IT skills – including CRM Databases and MS Office.
- Full clean driving license.
- Experience of dealing with sensitive information in a discreet manner.
- Flexible approach to working hours in response to varying demands of the office.
- A keen interest and understanding of the not-for-profit sector as well as fundraising principles.

Desirable Criteria

- All levels of education and experience will be considered. However, good communication and interpersonal skills are essential.
- Committed interest in the work & principles of the Irish Red Cross.
- Good administrative and organisational skills.
- Ability to speak and write fluent English.
- Ability to work as part of a team.
- Ability to respond to a varying workload in a busy environment.
- Ability to meet deadlines and targets.
- Excellent attention to detail.

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.
- 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)
- Travel (bike-to-work schemes/tax saver commuter tickets)

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

Your email should contain Corporate Fundraising 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**

The closing date for applications is 6th June 2025

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 on 11-13th June 2025

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