

Title:	Major Gift Executive
Location:	Focus Ireland, High Street, Dublin
Reporting to:	Major Gift Manager
Type of Contract:	Full Time, permanent

Based in Christchurch Dublin 8, and reporting to the Major Gift Manager, this role is of strategic importance to Focus Ireland. This position will work closely with the Partnership & Philanthropy Team and senior management to acquire new major donors and steward them through a bespoke journey including events, meetings and other communications.

This role requires sales or development experience, networking skills, research skills, project and event coordination skills, and strong attention to detail.

Main Responsibilities

- Responsibility for the delivery of ambitious fundraising targets.
- Represent and act as an ambassador of Focus Ireland at all times, working with members of the fundraising and management teams.
- Use proven research skills and techniques to support major gifts identification, activity and cultivation of potential major donors.
- Conduct research, briefings and major gifts request meetings in conjunction with relevant Focus Ireland leaders, staff and external leaders.
- Development of high quality bespoke proposals, pitches and presentations.
- Manage the cultivation and stewardship of a donor portfolio and put appropriate systems in place to manage this effectively.
- To manage and deliver recruitment and cultivation events.
- To work closely with the Strategic Digital and Marketing Manager in relation to content, branding and profile.
- Ensure high quality, timely and accurate completion of gift acknowledgements, mailings and invitations.
- To compile and share reports / performance analysis / identify areas for leverage and opportunity.
- Develop an understanding of Focus Ireland programmes and projects so as to be adept at matching our work to prospective supporters.
- Research proposals and impact reports tailored to the requirements of individual partners working closely with Services, Communications and Finance to gather accurate information, resources, case studies and funding requirements.

Focus Ireland is an equal opportunities employer

Key requirements

- 3 years' experience in fundraising /business development/sales
- Degree in relevant discipline

- Able to work to, and deliver on financial targets
- Strong research skills
- Ability to work on own initiative
- Understanding of major giving, trust/foundation or corporate giving development or delivering significant financial fundraising results
- Excellent attention to detail and strong ability to work off own initiative
- Strong communication skills with internal and external stakeholders
- Good donor database experience, and analytical skills
- Strategic planning and strong project coordination skills
- Good understanding of the sector, giving and donor behavior and insights

General:

- To demonstrate creativity, drive, dynamism, commitment, attention to detail and best practice in all activities.
- To develop a thorough working knowledge of all departments in Focus Ireland.
- To develop an excellent knowledge of Focus Ireland policies.
- To play an integral role participating as a key member of the Fundraising and Development teams.
- To work closely with the Strategic Digital and Marketing Manager in relation to content, branding and profile.
- To ensure that all messaging is appropriate to the audience and is promotes excellent person centred approach.
- To undertake any work as delegated by the Major Gift Manager.
- To engage in regular one to one sessions with the Major Gift Manager.
- To participate in relevant training and development courses as agreed with the Major Gift Manager.
- To ensure confidentiality on all matters and information obtained during the course of employment.
- To present and act in a professional manner at all times.
- To contribute to the wider strategic development of Focus Ireland.
- This role will be based in Christchurch but with requirements for travel and out of hours activities.

Information Technology:

- Ensure information systems are maintained and kept up to date as appropriate.
- Ensure compliance of charities regulation, data protection acts, governance and best practice.
- Experienced in MS Office and CRM software (preferably Microsoft Dynamics).

Self-Development:

- To assume responsibility for his/her own professional development and safe work practice.
- To keep abreast of current developments in the NFP sector.