

FOCUS Ireland

Title:	Major Gift Officer
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 the development of Corporate and Individual Major giving, working closely with senior management including the Fundraising Director and CEO office.

This role requires a strategic focus with major gift, sales or development experience, relationship development skills, and proven project and event management.

Main Responsibilities:

- Responsibility for the delivery of ambitious fundraising targets as a key member of the Major Gift team.
- Represent and act as an ambassador of Focus Ireland, working with senior management to develop and implement an ambitious major gift function to ensure transformative funding is achieved.
- To play a key role in Focus Ireland and to lead in improving and developing major gifts learning, experience, culture and techniques within the organisation.
- To work closely with all members of the Fundraising team with a focus on two main constituencies: individual and corporate.
- This role will utilise proven research skills and strategic techniques to support all major gifts identification, activity and cultivation of potential major donors and where appropriate to assist in the recruitment of volunteer leaders.
- Drive and manage the cultivation and stewardship of the donor portfolio and to put appropriate systems in place to manage this effectively.
- Conduct research, briefings and major gifts request meetings in conjunction with relevant Focus Ireland leaders, staff and external leaders.
- Ensure high quality, timely and accurate completion of gift acknowledgements, mailings and invitations.
- To manage and deliver major donor cultivation events as required.
- Build relationships with donors and create opportunities to expand giving.
- Arrange and represent Focus Ireland at meetings, conferences, events, networking opportunities and seminars as required.
- To develop and submit persuasive proposals for philanthropic support.
- To compile and share detailed reports / performance analysis / identify areas for leverage and opportunity.
- Development of on-going high quality campaign materials as required.
- Analysis of major gift area to maximise opportunities and use learnings for area development.

Key requirements:

- Relevant 3rd level qualification
- 3 years relevant experience, with proven track record of securing 5+figure Major Gifts
- Experience in project and budget management
- Experience in briefing and working with third party agencies / consultants.
- Ability to work as both a key member of a team as well as working proactively alone.
- Ability to work to tight deadlines.
- Ability to thrive in a high pressure supported environment.

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.