

Title:	Corporate and Major Donor Fundraising 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 the development of Corporate and Individual Major giving. This position will work closely with members of the Partnership & Philanthropy Team to acquire new donors and steward successful relationships with corporate and major donors in order to develop Focus Ireland's potential with these supporters.

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

Main Responsibilities:

- Responsibility for the delivery of ambitious fundraising targets as a key member of the Major Gift team.
- Develop and maintain your own portfolio of companies and individuals and take responsibility for delivering and developing plans for supporting the Major Gift Manager to secure new income by using appropriate engagement strategies including cold calling, networking and referrals.
- Develop and write professional funding proposals, corporate applications and update reports, and present face to face to existing and prospective corporates and major donors.
- Manage relationships with corporates and major donors before, during, and after receipt of funds and maintain a high level of supporter care with supporters.
- Track, analyse and report on fundraising results and measure, manage and report performance using agreed performance measures.
- Organise and support in the management of events to build Focus Ireland's profile and identify opportunities to present Focus Ireland's work to prospective and existing supporters
- Manage campaign budgets with a focus on cost control and achievement of income targets
- Ensure all activity complies with Focus Ireland's policies and procedures and all legislation governing charity activity including GDPR.
- To work closely with the Strategic Digital and Marketing Manager in relation to content, branding and profile.
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Founder & Life President Sr Stanislaus Kennedy | **Chairperson** Mr Gerry Danaher | **Directors** Ms Susan O'Connell, Mr John Moloney, Mr Diarmuid Burke, Ms Anna Lee, Mr Michael Layde, Mr Declan O'Flaherty, Prof Suzanne Quin | **Worker Director** Ms Pauline Burke | **Chief Executive** Mr Pat Dennigan | **Company Secretary** Mr Kevin Gregory |

Focus Ireland is a company limited by guarantee with charitable and covenant status | Company registered no 106149 | Registered office 9-12 High Street, Dublin 8 | Registered charity no CHY 7220 | CRA registered charity no 20015107 | VAT registration no 4799729B

**Challenging
homelessness.
Changing lives.**

- Provide administrative support to the Major Gift Team.

Key requirements:

- 2 years' experience in sales or business development background.
- Third level qualification in business, marketing or related discipline
- Strong communication and influencing skills Excellent relationship management skills with proven experience in account/customer/donor management
- Excellent written and verbal communication skills
- Strong organisational skills
- Capable of working on own initiative
- Strong business and commercial acumen
- Proven ability to work well in a team and manage both internal & external stakeholders
- Strong IT skills including proficiency in Microsoft Office
- Ability to work to tight deadlines.

General:

- To have a thorough working knowledge of all departments in Focus Ireland.
- To have an excellent knowledge of Focus Ireland policies.
- To play an integral role participating as a key member of the Fundraising team.
- To ensure that all messaging is appropriate to the audience and is promotes excellent person centred care.
- 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 hour's 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.
- Well 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 and health care sectors.