

Title:	Corporate Partnerships Officer
Location:	Focus Ireland, High Street, Dublin
Reporting to:	Corporate Partnerships Manager
Type of Contract:	Full Time, permanent

Based in Christchurch, Dublin 8, and reporting to the Corporate Partnerships Manager, this role is of strategic importance to the development of the Corporate Partnerships team. The Corporate Partnerships Officer will be central to delivering Focus Ireland's corporate fundraising programme.

This role requires a 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 Corporate fundraising team.
- Donor Relationship Management & Prospecting.
- Drive and manage the cultivation and stewardship of the donor portfolio and to put appropriate systems in place to manage this effectively.
- Conduct regular face to face meetings/presentations with donor companies in order to develop strategic partnerships and funding relationships.
- 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 develop and submit persuasive proposals for corporate 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.
- Attend events and conferences to build Focus Ireland's profile within the corporate sector and identify opportunities to present Focus Ireland's work to prospective and existing donors.

Key requirements:

- 3 years relevant experience, with proven track record of securing corporate donations.
- Relevant 3rd level qualification
- Experience in project and budget management
- Ability to work as both a key member of a team as well as proactively working alone.

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.**

- Ability to work to tight deadlines.
- Excellent relationship management skills with proven experience in account/customer/donor management.
- Proven experience in developing new business.
- Proven ability to deliver on financial targets.
- Excellent presentation skills.
- Excellent written and verbal communication skills.
- Excellent organisational skills.
- Strong business and commercial acumen.

General:

- To undertake any work as delegated by the Corporate Partnerships Manager.
- To engage in regular one to one sessions with the Corporate Partnerships Manager.
- To participate in relevant training and development courses as agreed with the Corporate Partnerships 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 demonstrate creativity, drive, dynamism, commitment, attention to detail and best practice in all activities.
- 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.
- 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.