

<b>Title:</b>	Major Donor, Trusts & Foundations Fundraising Executive
<b>Location:</b>	Focus Ireland, High Street, Dublin
<b>Reporting to:</b>	Philanthropy Manager
<b>Type of Contract:</b>	Full Time, permanent

Based in Christchurch, Dublin 8, and reporting to the Philanthropy Manager, this role is of strategic importance to the development of Individual Major Donor and Trusts & Foundations portfolios. This position will work closely with members of the Partnership & Philanthropy Team to both acquire new donors and steward successful relationships in order to develop Focus Ireland's potential with these supporters.

This role requires a strategic focus with major gift/fundraising development experience and/or experience in managing Trusts & Foundations, 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 Philanthropy team.
- Develop and maintain your own portfolio of Major Donor individuals, Trusts & Foundations
- Support the lifespan of philanthropic donor development – including donor cultivation, delivering and developing personalised donor journeys, informing donors of their impact and continuing to develop their potential within the organisation.
- Develop and write professional funding proposals and update reports for Trusts and Foundations and individual donors.
- Manage relationships with major donors, Trusts & Foundations 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.
- Provide administrative support to the Philanthropy Team.

#### Key requirements:

- 2 years relevant experience in account/customer/donor management.
- Third level qualification in business, marketing or related discipline
- Strong communication and influencing skills.
- Excellent relationship management skills
- 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 Philanthropy Manager.
- To engage in regular one to one sessions with the Philanthropy Manager.
- To participate in relevant training and development courses as agreed with the Philanthropy 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.
- 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.