

Job Description

Title:	Legacy Officer
Location:	Focus Ireland, High Street, Dublin 8
Reporting to:	Philanthropy Manager
Type of Contract:	Three day week, permanent
Primary Purpose:	<p>Based in Christchurch, Dublin 8, and reporting to Philanthropy Manager, the Legacy Officer will be responsible for implementing and managing Focus Ireland's legacy programme. The Legacy Officer will work to increase Focus Ireland's legacy income by growing our legacy supporter base and stewarding new and existing legacy prospects through appropriate channels.</p> <p>This role requires experience in legacy fundraising as well as excellent relationship development and project management skills.</p>

The ideal candidate will be able to demonstrate:

- Proven success in delivering and implementing a legacy strategy that delivers income through both growing the number of pledges and ensuring notifications of gifts are dealt with efficiently, appropriately and in a timely fashion
- Proven success in managing and delivering an acquisition programme, delivering a number of direct marketing channels and ensuring the programme is in line with agreed annual budgets.
- Development of clear legacy propositions based on insight and research.
- Proven success in creating opportunities that carry a legacy message to increase the legacy prospect pool and pledgers.
- Experience of creating and implementing excellent stewardship plans for existing and new pledgers.
- Experience of developing a programme of training for outward facing staff to incorporate legacy messaging into their activities.
- Experience of undertaking face to face meeting with legacy prospects and pledgers.
- Experience of delivering accurate forecasts of projected legacy income based on pledges and notifications pipeline.
- Reporting and analysis skills particularly through using a database to better inform decision-making and targeting.

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.**

Key requirements:

- 3 years relevant experience, with proven track record of securing legacy donations.
- Relevant 3rd level qualification.
- Experience in project and event management.
- Understands the motivations of supporters and can respond accordingly to them.
- Ability to work as both a key member of a team as well as proactively working alone.
- Ability to work to tight deadlines.
- Excellent relationship management skills with proven experience in account/ customer/donor management.
- Proven ability to deliver on financial targets.
- Excellent written and verbal communication skills.
- Excellent organisational skills.

General:

- 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 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.