

Job Description

Title:	Philanthropy Manager
Location:	Focus Ireland, High Street, Dublin
Reporting to:	Partnerships and Philanthropy Manager
Type of Contract:	Permanent Full Time
Primary Purpose:	Focus Ireland has developed an ambitious strategy to - prevent homelessness ever occurring for as many people as possible, to provide effective support and solutions to homeless for those who do become homeless.

This role will develop and profile key Major Donors, Mid-Level donors, Trust and Foundations, and Legacy prospects and coordinate their stewardship and prospect management along a planned activity calendar for each target. This role will work closely with the Partnership and Philanthropy Manager, Fundraising Director and CEO office.

This role requires professional sales or development experience, networking skills, proven project management and relationship development successes, and excellent application writing and proposal development skills with strong attention to detail.

Key Responsibilities

- Responsibility for the delivery of ambitious fundraising targets as a key member of the Partnership and Philanthropy team.
- Strategy development, planning and implementation of a busy programme of research, cultivation, developing and closing proposals that engage large funders and philanthropists to support our work.
- Play a key role improving and developing major gifts and philanthropic learning, experience, culture and techniques within the organisation.
- Develop the legacy giving strategy and implementation plan, supporting the legacy officer to embed the plan across all fundraising departments and the wider organisation.
- Utilise proven research skills and strategic techniques to support all gifts identification, activity and cultivation of potential philanthropic and major donors.
- Research proposals and impact reports tailored to the requirements of individual partners working closely with other departments to gather accurate information, resources, case studies and funding requirements.
- Develop persuasive proposals, pitches, presentations and meeting briefs to secure donor support.
- 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 gift request meetings in conjunction with relevant Focus Ireland leaders, staff and external leaders.
- Support the growth of established Focus Ireland Giving Circles, Women's Philanthropy Circle and Key Circle.
- Line manage the Philanthropy Officer and other members of staff as appropriate.
- Manage and roll out philanthropy cultivation events as required.

- Co-ordinate and manage department's budget.
- Develop knowledge of Focus Ireland programmes and projects to understand and articulate impact to prospective supporters.
- Use Focus Ireland launches, hospitality evenings, thank you occasions and other planned events as part of the cultivation and ongoing relationship management process.
- Organise and oversee project visits as appropriate to the cultivation process.
- Devise and oversee set up a reporting system that will deliver pertinent and timely information to donors and funding partners informing them how their gift is being spent.
- Develop new initiatives and channels that enable major project.

Systems, Budgets and Reporting

- Coordinate donor processes on a day to day basis ensuring best practice governance is adopted at all times.
- Use the donor database and ensure quality approach to updating, and recording of all activity.
- Reconcile key financial activity working with finance.
- Reporting on departments activity.
- Analysis and maintenance of a healthy 2-3 year pipeline of support.

Essential Criteria

- Strong research skills.
- 3-5 years' experience of major giving, trust/foundation or corporate partnership development or delivering significant fundraising results from key donors.
- Good donor database experience and analytical skills.
- Strategic planning and strong project management skills.
- Good understanding of the sector, giving and donor behavior and insights.
- Excellent attention to detail.
- Proven success in proposal and report writing.
- Experience rolling out donor communications (oral and written).
- Professional communication skills.
- The successful candidate will need to show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during weekends, evenings and unsociable hours may on occasion be required.

General

- Undertake any relevant work delegated by the management team
- Share Focus Ireland's values, participate as a full member of the Focus Ireland team and support activities across the whole organisation as appropriate.
- Engage in regular one to one sessions with your manager.
- Participate in relevant training and development courses as agreed with your manager.
- Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your manager or Health & Safety Representative.

Focus Ireland is an equal opportunities employer

