

<b>Title:</b>	Corporate Campaign Manager
<b>Location:</b>	Focus Ireland, High Street, Dublin
<b>Reporting to:</b>	Partnership & Philanthropy Manager
<b>Type of Contract:</b>	Full Time, permanent
<b>Primary Purpose:</b>	Focus Ireland fundraising team has an opportunity to join Focus Ireland's Corporate Campaign team.

This role is critical to delivering two flagship corporate campaigns to Focus Ireland and the development of other corporate campaign opportunities.

#### Key Responsibilities:

- **Project management:**
  - Managing all stakeholders.
  - Managing teams - enabling commitment and productivity, removing obstacles, and motivating team members.
  - Constructing work plans for teams and stakeholders and keeping track of progress.
  - Conducting risk assessment.
  - Communicating project status, milestones, and unexpected difficulties effectively.
  - Recruiting sub-contractors and specialists and careful monitoring of sub-contractors to ensure guidelines are properly maintained.
  - Agreeing timescales, costs, deliverables and resources.
  - Overseeing billing, costs, and accounting.
  - Ensuring the aims of the project are achieved and quality standards are met.
- **Team management**
  - Provide oversight and direction to Campaigns team.
  - Coach, mentor and develop staff, including overseeing new employee on-boarding and providing career development planning and opportunities.
  - Empower employees to take responsibility for their roles and goals. Delegate responsibility and expect accountability and regular feedback.
  - Foster a spirit of teamwork and working effectively together.
  - Consciously create a workplace culture that is consistent with the mission, vision and values of the organization.
  - Lead employees using performance management and development process including goal setting, feedback, and performance development planning.
  - Maintain transparent communication.
- Professionally manage, sell and deliver Focus Ireland's flagship corporate events and campaigns.

- Deliver ambitious fundraising and productivity targets within pre-agreed budget and timeline.
- Manage the corporate campaigns team to deliver KPI's to deadline and within budget.
- Lead on the development of new corporate events and campaigns.
- Support participants, engage them, keep them informed of the impact they are making, and provide them with ongoing tools to elevate their fundraising and engagement.
- Compile fundraising tool kits, information packs, press kits etc. to support participants.
- Compile briefing documents, project plans, event management plans, sales plans, budgets and presentations to enable leaders and team members work professionally and cross functionally.
- Build and maintain media partnerships and key influencer relationships that deliver effective events and campaigns
- Work closely with the wider team to deliver a best in class donor journey through engagement and stewardship.
- Develop and fulfil content for ATL and social media channels including Focus Ireland's own channels and that of partner media outlets.
- Lead in sharing Campaign learnings, experience and techniques within the team.
- Recruit third party providers including telesales and in-house sales temp staff.
- Purchase, manage and maintain data using the existing CRM system, lead on best practice in GDPR.
- Work closely with the Strategic Digital and Marketing Manager in relation to content, branding and profile.
- Write campaign briefs, train telesales staff and manage the sales message across teams.
- Report on time to the Partnership & Philanthropy Manager.

Key skills and experience/knowledge required:

- Degree in related subject.
- 5 years project management/campaign/event experience.
- Strong experience in production and event management.
- Ability to manage up (CEO/MD level) and across, as well as line manage own team.
- Experience in budget management.
- Excellent communication skills both verbal and written.
- Proficiency in MS Word, Excel, PowerPoint.
- Highly organized with ability to work under pressure, prioritise and multi-task.
- High degree of initiative, flexibility and creativity.

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 teams.
- Undertake relevant work delegated by the Partnership & Philanthropy Manager.
- Contribute to the wider strategic development of Focus Ireland.
- Demonstrate creativity, drive, dynamism, commitment, attention to detail and best practice in all activities.

- 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 line 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.

#### 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 and marketing sectors.