



Job Specification: **Campaign and Community fundraising Manager**

Term: Permanent

Working Week: 40 hours

Reporting Line: **Commercial Director**

Line reports: Community Fundraisers and Digital Fundraiser

Base: Dublin (Hybrid options available)

Core Purpose of the Role

This role presents an exciting opportunity for a highly enthusiastic, skilled and creative individual to join the team. The successful candidate will be responsible for driving and implementing our National Campaigns and Community strategy.

The successful candidate will be confident and capable of managing a team as well as driving the campaigns and community strategy. This role offers someone with the right skills and passion a fantastic opportunity to work on creating new fundraising campaigns, working with the community fundraisers regionally to find innovative ways to fundraise.

The following job specification is not intended to be a comprehensive list of all duties involved and consequently, the role may be required to perform other duties as appropriate to the post which may be assigned from time to time.

Based in Dublin (with Hybrid options available) this role presents an exciting opportunity for a highly motivated, creative individual to join the busy team.

Role Specification

- Following on from the ISPCC overall strategy and Fundraising strategy, develop in an integrated ISPCC's Campaigns and Community fundraising roadmap to contribute to deliver the overall ISPCC Fundraising ambition
- As we in the ISPCC Fundraising team work to integrate our focus and activities deliver a fully aligned portfolio of fundraising events and campaigns that will meet or exceed budget expectations.
- Develop new income streams through campaigns and community events, to maximise targets.
- Manage and support the digital fundraiser to ensure the full integration of all campaigns.
- Manage the community fundraising team and support in the development of new regional activity.
- Manage the digital fundraiser and support in the role out of the new Digital Fundraising strategy.
- Co-ordinate, review and update Fundraising Events Calendar
- Liaise with Communications team and the wider fundraising team to maximise exposure and recruitment for events and campaigns
- Ensure all data and information is up to date and recorded accurately on database.
- Lead on the management and development of relationships with community groups and associations, faith groups and schools with a focus on inspiring the development of fundraising ideas and initiatives
- Create Marketing campaigns to recruit individual fundraisers
- Organise and coordinate regular volunteer-led collections at public and private sites to maximise collected income from the local community
- Coordinate ISPCC presence at local community events such as fetes and festivals
- Represent ISPCC externally, speaking to groups with a good level of knowledge about the services ISPCC provide, and able to tell stories of the people who have been helped by our services
- Work with the communications team to share stories across our internal and external communication channels of supporter fundraising successes
- Ensure that data about fundraisers is accurately reflected on the fundraising database in a timely way
- Working with the events and the wider fundraising team and data analytics, generate analysis and produce reports on community fundraising activities

Essential Requirements;

- Minimum 3 years' experience in fundraising, event management, sales, marketing or communications
- Marketing or business third level degree or equivalent
- Strong leadership and management skills
- Digital Fundraising experience (desirable)

Person Specification:

- Proven experience in a community engagement role with evidence of engaging groups and individuals to take action.
- Experience of campaign creation, execution and management
- Proven ability in excellent relationship management of key external audiences and/or stakeholders.
- Experience of campaign creation, execution, and project management
- Experience of achieving financial targets and keeping financial records, producing budgets and reports.
- Experience in managing a team
- Highly organised with great attention to detail
- Creative and innovative
- Proven ability to work on own initiative, as well as part of a wider team
- Strong writing skills with the ability to write compelling copy
- Ability to motivate and inspire colleagues, volunteers and supporters
- IT literate with knowledge of Microsoft office suite and use of CRM systems

Key Relationships/contacts (Internal)

- ISPCC: Commercial Director – Fundraising and team, Director of Marketing and Communications and team, the Director of Services and their teams.

