

# Job Specification: Community & Events Fundraiser - Connacht

Term: Permanent role

# Working Week: Full Time

Reporting Line:

Base: Galway or Limerick (Hybrid)

**Core Purpose of the Role**

This role presents an exciting opportunity for a highly enthusiastic, proactive, and creative individual to join the team. The successful candidate will be responsible for driving and implementing our community fundraising through meaningful activities, building strong community relationships, online and offline in the region.

The successful candidate will be confident and capable of working on their own initiative and working towards set fundraising targets. They will have a passion for the cause and for fundraising, coming up with new and creative ways to engage regional donors in the community. This role offers someone with a creative mind a fantastic opportunity to build events from the ground up, to work on tried and tested events and to look at innovative ways to fundraise within communities both in person and online.

# Role Specification

* Promote and develop key community initiatives and fundraisers including digital and virtual event fundraisers and challenges, and national fundraising campaigns.
* Proactively secure community fundraising in the area through schools and colleges and community groups.
* Development of pitches and talks to secure fundraising opportunities with local events, sports clubs and other fundraising opportunities.
* Championing ISPCC throughout the community ensuring all individuals wishing to fundraise in the community, receive excellent supporter care, ensuring a high level of stewardship to maximise engagement and income.
* Responsible for servicing and reducing ISPCC collection tins through retail and business outlets on an agreed number of routes with the Community Manager and Commercial Director.
* Replacing lucrative roots where appropriate and removing tins as agreed with commercial director and community manager.
* To keep a detailed and accurate account of each of these tins, manage lists and keep up to date information on location of tins and frequency of collections in shared folders.
* Stock taking of tins ensuring that there is enough in storage to replace and when needed the destruction of tins, in agreement with the Community manager.
* Arrange cash to be collected from the office by 3rd party company and to ensure all monies received as in strict accordance with the ISPCC’s Fundraising and Cash Handling Procedures, as well as all other relevant procedures.
* To be flexible in completing other fundraising or driving assignments as required, which are consistent with the responsibilities of the job.
* Focus on recruiting and managing fundraising volunteers for the calendar of events.
* Ability to create fundraising materials and resources for use regionally or nationally, as required.
* Support in the creation and implementation of community fundraising supporter journeys in collaboration with other departments.
* Focusing on key accounts in the region, manage the collection of cash within retail units in line with the Fundraising and Cash Handling procedures as part of the overall community work.
* Work closely with regional colleagues as well as the overall fundraising team to build relationships with supporters and support with fundraising activities as required.
* Work closely with the overall fundraising team in as well as interdepartmentally and contribute to the achievement of the overall fundraising strategy.
* Attend fundraising and other events as required, potentially in a wide range of locations requiring travel. This may involve some weekend and evening work.

**Essential Requirements**

* A minimum of 2 years of experience is required within the fundraising sector in a similar position.
* Educated to degree level in a marketing, journalism, events, communications or business area is essential.
* Strong copy writing skills is essential.
* Excellent organisational skills.
* A keen interest for analysing data is desired.
* A high understanding of running events and how to logistically plan a wide range of events or fundraisers.
* Digital fundraising experience desirable
* Proven experience of achieving and growing income in the sector through excellent relationship management
* Proven engaging writing and presentation skills with the ability to articulate and inspire the vision and values of ISPCC.
* Self-starter with initiative and innovative ideas to support achievement of goals.
* Proven ability to build and maintain relationships with a diverse range of people.
* IT proficiency in Excel, SharePoint, Word, fundraising CRM (Raisers Edge) website packages essential.
* Experience of design programmes such as Canva desired
* Thinks creatively and action focused
* The ability to prioritise plan and organise your own workload to meet deadlines.
* Full Clean Divers licence and excellent communications skills and proficiency essential

**Person Specification**

* Demonstrable commitment to ISPCC values and behaviours and the achievement of positive outcomes for children
* Gravitas to be able to build strong relationships internally in the organisation and externally.
* A team player with an open and flexible attitude, who plays an active part in the Community Team, Fundraising team and reaches out to teams across the organisation building sustainable relationships to enable aligned voice and achievement of Fundraising Targets.
* Excellent interpersonal and listening skills demonstrated by effectively working in teams and in relationship management.
* Results oriented with a strong analytical approach and practical analytical skills.
* Positive demeanor and ability to demonstrate resilience towards achieving Fundraising ambitions and targets.

*The above 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.*