

Ref: PMVT10 -FO
June 2010

JOB DESCRIPTION

Title of post: Fundraising Officer
Location: Mountjoy Square, Dublin 1
Salary: Negotiable, depending on experience
Hours: Full-time

The successful candidate will assist the Head of Fundraising & Communications in implementing the organisation's fundraising strategy, which includes a broad fundraising mix, in line with the charity's development plans.

The role will primarily be responsible for implementing and developing the corporate strategy, which includes an annual corporate Christmas campaign, grant and sponsorship proposals, employee volunteering programme as well as a number of key fundraising events and campaigns in order to achieve objectives.

This is a key role within the charity for an experienced, professional fundraiser who will be responsible for achieving set targets and developing new funding streams. The person needs to be a motivated self-starter who can maximise all fundraising opportunities.

Key tasks:

- Maintain and develop relationships with existing corporate supporters and generate new corporate support and partnerships.
- Write grant applications, proposals and reports.
- Assist with the charity's annual fundraising events and campaigns.
- Research and identify new ideas to contribute to the fundraising strategy.
- To network, develop and attend events to raise the profile of Peter McVerry Trust.
- To undertake any other duties consistent with the position as may be assigned by the Head of Fundraising and Communications.

Income targets:

- To carry out appeal/work plans in a timely and effective manner to achieve set targets.
- To review appeal/work plans regularly with Head of Fundraising & Communications.
- To ensure activities result in sustainable income generation.
- To ensure fundraising activities are carried out within agreed expenditure budgets.

Ref: PMVT10 -FO
June 2010

Requirements:

Qualifications/ Experience

- Educated to degree level or equivalent in relevant area.
- Minimum 2 years experience in fundraising or new business development role, with proven track record of meeting financial targets and delivering significant income growth.
- Experience of using a fundraising database system would be advantageous.

Skills

- Excellent interpersonal and communication skills, including presentation skills.
- Good computer skills, proficient in MS Word, Excel, Access, Publisher.
- The ability to prioritise, multi-task and work as part of a team in a small but busy office.

Other

- Knowledge of voluntary sector and charity legislation desirable.
- Commitment to the mission and objectives of Peter McVerry Trust.
- Willingness to attend fundraising events outside of normal working hours.
- Access to car.

Please forward CV and cover letter, demonstrating your experience, by 23rd July.

Sandra Derham
29, Mountjoy Square
Dublin 1
T: 01 8230776
E: sderham@pmvtrust.ie