



Progress Through Philanthropy

Fundraising and Operations Executive

Start date: ASAP

Overview

The Ireland Funds Great Britain is looking for a self-motivated, energetic, highly organised and personable Fundraising and Operations Executive available to start immediately. This varied role provides opportunities to work with charity beneficiaries, donors, supporters and trustees whilst ensuring that the charity's work is administered and communicated effectively and efficiently, and stakeholders are looked after appropriately.

This role will provide administrative, financial and fundraising support to the Executive Director, including grants and finance administration, event support, stakeholder communications and special responsibility for two key projects.

This is an office-based role with the flexibility to work from home. A hybrid model of working means the candidate at times will be working alone so must be highly self-motivated and confident to ask for help/support as required.

TASKS AND RESPONSIBILITIES

Special responsibilities

Forás Forum

The Ireland Funds GB established the Forás Forum in 2021 to provide non-financial support to charities and to facilitate volunteering opportunities. Responsibilities include curation of webinars, coordination of volunteers and charity matching, overseeing and guiding the progress of the volunteer partnerships.

Young Leaders

The Young Leaders is a membership network of young professionals who are engaged supporters of The Ireland Funds. Responsibilities include recruitment of new members, relationship management with current membership, liaising with YL Chair and Steering Committee on strategy and plans for the membership, including Leadership Series and Annual Global 5K event.

Fundraising and Marketing

- Working with the Executive Director to create and organise fundraising initiatives and events for our broad range of stakeholders, including but not limited to
 - Event, venue and supplier research
 - Managing sales and purchases of tables and tickets

- On the day support at events such as dinners, receptions and field visits (this may require early mornings and late evenings)
- Coordinating event feedback
- Collection of pledges using online payments platform Stripe
- Coordinate production and distribution of quarterly e-newsletter, working with an external copywriter, including management and updating of mailing list.
- Assisting with marketing and PR to raise the profile of the organisation's services and campaigns, including distribution of press releases, and managing social media accounts on Twitter and Facebook

Donors and Grants

- Maintaining accurate records of donations, donors and grants
- Issuing of thank you letters, receipts and gift aid forms in response to donations to maintain good relations with donors.
- Assisting with the management of a portfolio of donors, providing an exemplary level of stewardship
- Identifying and researching major givers both as individuals and trusts or companies
- Liaison with Grants Administration team in Dublin
- Coordination of annual Grant Workshops
- Promotion of annual Grant Round and coordination of Grants Committee meetings

Administration

- Database Administration: responsible for maintaining CRM database up to date
- Finance administration including raising and paying invoices, bank account reconciliations, working with the Executive Director and an external accountancy firm
- Administration and co-ordination of operations of the Charity on a day-to-day basis reporting to the Executive Director.

THE IDEAL CANDIDATE

Preferred qualifications and competencies

- A minimum of three year's experience in a marketing, events or fundraising role.
- Excellent organisational, multi-tasking and administrative skills, including the ability to prioritise tasks efficiently
- Ability to pick up new skills and ideas quickly
- Strong written and verbal skills with good attention to detail and high levels of accuracy
- Strong interpersonal skills and the ability to engage and build relationships with stakeholders at all levels
- Experienced user of MS Office suite, Quickbooks, online mailing platforms like Mailchimp, CRM database Salesforce
- Ability to work cooperatively and collaboratively in a small team environment
- An interest in Ireland and Irish culture and current affairs
- A general understanding of the charitable sector and major gifts fundraising in either the United Kingdom or Ireland

ABOUT THE IRELAND FUNDS GREAT BRITAIN

The Ireland Funds Great Britain (IFGB) was founded in 1988 and is affiliated to the Worldwide Ireland Funds, a philanthropic network that supports worthy causes in Ireland and around the world under four key pillars: Community, Education, Culture, and Peace. Founded in 1976, The Worldwide Ireland Funds currently operates in 12 countries and has raised over £450 million for over 3,200 outstanding organisations.

The IFGB does not receive or seek government funding; we rely on donations from private individuals, corporations and other non-statutory sources.

We support charities and not-for-profit organisations serving communities in Great Britain and Ireland through our Annual Grant Round and through the distribution of Donor Advised Grants.

APPLY

Please send your CV and a one-page cover letter summarising your experience and why you are a good fit for this role, to ifgb@irelandfunds.org