

Community & Partnerships Fundraiser

Reports to:	Head of Fundraising & Communications
Job Location:	11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway, H91 EAY0
Contract Details:	Specific Purpose Contract, Full-time 37 hours
What We Offer:	<ul style="list-style-type: none"> • Salary commensurate with experience • 25 Days Annual Leave • Occupational Sick Leave Policy • Employee Pension Scheme • Employee Assistance Program • Bike to Work Scheme • Education Assistance Program • Death in Service Benefit – 2 times annual salary
Job Purpose:	Reporting to the Head of Fundraising and working closely with the Fundraising Team to support the implementation and delivery of the fundraising strategy. This role will be key to achieving the targets in this income stream by developing, maintaining and optimising community partnerships in Galway Mayo and Roscommon with a focus on managing existing and developing new in-house and externally organised fundraising events and campaigns. It will also be responsible for community groups; team and volunteer coordination; budget management and reporting.
Main duties & Responsibilities:	<p>Strategic</p> <ul style="list-style-type: none"> • Contribute to the development and implementation of the fundraising strategy and operational plan. • Deliver on the targets outlined in the strategy for this income stream. • Carry out activities to an agreed timetable, within an agreed budget in line with the Fundraising operational plan. • Undertake continuous assessment and evaluation of activities and, in consultation with the Head of Fundraising and Communications, implement change as required. <p>Financial Targets</p> <ul style="list-style-type: none"> • Deliver on annual income targets for this income stream. • Ensure consistent and adequate growth for your area in line with delivering on the overall organisational strategy. • Ensure targets are achieved and activities are delivered within agreed expenditure budgets. <p>Developmental</p> <ul style="list-style-type: none"> • Regularly review and evaluate the existing calendar of campaigns and events and make changes as appropriate. • Create and deliver new activities in this area to deliver on the income targets.

- Steward and support existing fundraising activities and relationships to ensure excellent donor care.
- Identify and deliver opportunities for Galway Simon to benefit from externally organised events and activities.
- Identify, develop and deliver a range of fundraising activities and events for implementation by Galway Simon internally and by volunteers and supporters externally.
- Identify and develop beneficial relationships with appropriate contacts to increase levels of support for, and fundraising activities in aid of, Galway Simon Community.
- Develop and drive a range of fundraising propositions for use with a wide range of community supporters.
- Develop new relationships with a wide range of community supporters to convert their support into fundraising activities for the benefit of Galway Simon.

Communications

- Working closely with the Fundraising Team to develop and implement a Comms Plan to optimise Fundraising-related social media, press coverage and other online activity to raise our profile.
- Liaise with the Fundraising Team to ensure timely, effective and co-ordinated acknowledgment and publicity after fundraising events and activities have taken place.
- Present a positive image of Galway Simon to external groups and contacts.
- Proactively identify and utilise appropriate opportunities to raise the profile of Galway Simon work.

Volunteering

- Review and enhance our current volunteer programme and activities in line with best practice.
- Liaise with members of the Fundraising team to co-ordinate volunteer activity.

Reporting and Administration

- Provide post campaign/event evaluation and analysis reports for your area including recommendations for future activities.
- Ensure appropriate administrative support is provided to fundraising groups and for fundraising events and activities.
- Maintain accurate records of donations, contacts, correspondence and activities on our CRM in a timely and appropriate manner.
- Ensure records and other documentation is held in compliance with Galway Simon policies and with regulatory requirements.

Teamwork

- Work collaboratively as part of the Galway Simon Fundraising and wider staff team
- Actively participate in and contribute to appraisals, meetings, training and engagement activities as required.
- Work closely with other Simon Communities and other Galway Simon team members to ensure a good understanding of the importance of fundraising.

Other

- Maintain a high level of knowledge and awareness of developments and activities of Galway Simon Community.
- The nature of this role will require flexible working hours including some evenings, weekends and occasional early mornings.
- Carry out your work in a way that aligns with Galway Simon values and ethos.

	<ul style="list-style-type: none"> • Adhere to Galway Simon Community policies and procedures. • Carry out any other duties as required as consistent with the responsibilities of the post and membership of the Fundraising team. <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Agreed targets achieved within agreed expenditure budgets. • Appropriate stewardship of, and relationship building with, donors and supporters • Effective teamwork
<p>Person Specification:</p>	<p>You will be responsible for setting high standards of ethical fundraising and will maintain a culture that is supporter focused, results driven and encourages growth and innovation. You will ensure excellent relationship management and stewardship of our supporters. Your knowledge, skills and experience will also include;</p> <ul style="list-style-type: none"> • Community Fundraising, events or campaigns management or appropriate transferable skills • An interest in Homelessness issues • Strong people management skills • Excellent oral and written presentation skills • Competency in Microsoft Office IT packages – Word, Excel, Power point • Competency in use of new media in the context of fundraising • Experience of CRM / database management – pref. Salesforce • Interpersonal, communication and relationship-building skills • Ability to maximise networking opportunities • Excellent reporting and analytical skills • Ability to manage competing priorities • Budget management, costing and forecasting • Valid, full driving licence and access to own transport
<p>All applicants should submit a CV to jobs@galwaysimon.ie Recruitment will be ongoing, and applications will be shortlisted on a regular basis.</p>	
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community</p>	