

Corporate Partnerships Fundraiser

Job Title:	Corporate Partnerships Fundraiser
Reports to:	Head of Fundraising & Communications
Location:	11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway (Hybrid)
Contract Details:	Permanent Part-time Contract, 22.5 hours per week
Job Purpose:	<p>The Corporate Partnerships Fundraiser will work closely with the Head of Fundraising & Communications to develop key Corporate and Trust and Foundation Partnerships. The role will involve stewardship and prospect management through a planned activity calendar for each target.</p> <p>The purpose of this role is to find new opportunities to develop strategic partnerships and maintain existing relationships with the business sector in Galway, Mayo and Roscommon. Identifying corporate prospects, and work closely with them to develop high value, sustainable partnerships, that meets the needs & goals of both Galway Simon and the partner. This role is also to lead on Grants, Trust and Foundations on behalf of Galway Simon Community with support from the Head of Fundraising.</p> <p>This role requires business development experience, networking skills, and relationship development successes with proven project management, and excellent application writing and proposal development skills with strong attention to detail.</p>
Main duties & Responsibilities:	<p>Corporate Fundraising</p> <ul style="list-style-type: none"> • Research potential Corporate Supporter and prepare approach plan. • Lead on corporate engagement and the development of corporate programme and strategy. • Develop and implement plans to maximise income from corporates in the short, medium and long term. • Hold meetings, present and pitch to existing and potential new corporates. <p>Existing Corporate Supporters</p> <ul style="list-style-type: none"> • Manage and grow existing corporate supporters into partnerships and/or Charity Partners of the Year. • Provide excellent donor stewardship to maximise income from all corporate partnerships. • Make face-to-face presentations to potential supporters and produce compelling cases for support. <p>New Corporate Partnerships</p> <ul style="list-style-type: none"> • Proactively seek out and develop new corporate partnerships that meet both the needs of Galway Simon and the corporate partner.

- Develop and manage a pipeline of corporate opportunities through research into potential supporters matched to the strategic focus of Galway Simon Community.
- Develop Galway Simon's offering to corporate partners.
- Present the work of Galway Simon and prepare proposals for new partnerships.

Grants, Trusts and Foundations

- In conjunction with Service Managers and the Head of Fundraising & Communications write Grant, Trusts and Foundations applications.
- Manage application processes.

Team Work

- Work closely with the Fundraising & Communications team to optimise communications, and social media activity with corporate partners.
- An excellent team player, you must have a willingness to work across the wider fundraising team where necessary.

Assist with the Annual Appeal

- Work with the Head of Fundraising on a Corporate Christmas Appeal to align with the overarching Annual Appeal.

Budgets and Reporting

- Roll out and manage all marketing activities in line with agreed budgets and raise the income required to achieve the agreed targets in a cost effective and sustainable manner
- Provide regular updates on plans and progress to the Head Fundraising & Communications
- Provide written monthly updates on participants, income, projections & adjustments as appropriate.

Other

- Work as part of the Galway Simon Fundraising & Marketing Communications Team
- Actively participate in and contribute to team meetings
- Where required liaise with other Simon Communities and other Galway Simon projects/ departments to develop an accurate, effective and appropriate marketing campaigns
- Project a positive image of the Galway Simon Community at all times
- Carry out any other duties as required as consistent with the responsibilities of the post.
- Maintain confidentiality on all matters relating to staff, volunteers, clients and general Simon Community Business.

This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.

<p>Person specification:</p>	<p><u>Essential</u></p> <p>Qualifications</p> <ul style="list-style-type: none"> • A recognised third level qualification in fundraising, marketing or business development. <p>Experience, Attributes, Skills, Abilities and Knowledge</p> <ul style="list-style-type: none"> • Minimum 3+ years relevant corporate fundraising experience (or equivalent), managing a diverse portfolio of partnerships • Experience developing new corporate relationships as well as maintaining existing corporate relationships. • Experience of liaising with and managing high level supporters with a solid understanding of the principles of excellent donor/customer care. • Good knowledge of the dynamics of fundraising in the not for profit sector. • Experience of adhering to GDPR legislation. • Excellent interpersonal and relationship building skills • Excellent project management skills are essential. • Demonstrable excellent communication skills, in person, online and in written media. • Ability to manage a varied workload and work on own initiative to multiple tight deadlines. • Flexibility to travel and perform occasional evening and weekend work, when required, to attend appropriate networking meetings and events and/or deliver presentations to prospective donors. • Strong computer skills to include MS Office - Word, Excel, PowerPoint and experience in the use of one or more CRM/Database system, preferably Salesforce. • Strong business and analytical acumen to identify new opportunities • Thorough understanding of the Corporate and CSR landscape in Ireland. • Have a valid and full clean driver's licence; access to own vehicle for work-related purposes and be able to obtain insurance to indemnify Galway Simon and carry passengers in relation to work-related duties.
<p>To apply:</p>	<p>All applicants should submit a CV and Cover letter to jobs@galwaysimon.ie, by 5pm on closing date 17th March 2024.</p> <p>A detailed job description can be obtained from www.galwaysimon.ie</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	