**Fundraising Officer**

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their carers.

Our vision is an Ireland where people on the journey of dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The Alzheimer Society of Ireland (ASI) is placing additional emphasis on the area of Community Fundraising and we are currently recruiting a Fundraising Officerto support our Fundraising team for a maternity cover period.

This position requires an ambitious, dynamic, self-motivated and target driven individual who can form excellent working relationships.

Reporting to the Head of Fundraising the position will support The Society’s Fundraising programme while working with the Fundraising, Operations and Communication teams.

To apply for this role you will need to have a minimum of 2 years’ experience in a Fundraising role. A third level qualification in a relevant discipline is also required along with a full clean driving license.

A detailed job description for this role is available on [**www.alzheimer.ie**](http://www.alzheimer.ie)

To apply for this position, please submit a full and up-to-date CV and cover letter detailing why you believe you would be suited to this role to recruit@alzheimer.ie

Closing date for applications is **Friday 5th February 2021.**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Fundraising Officer**

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| **JOB DESCRIPTION**  |
| **Job Title:** Fundraising Officer  | **Contract:** Maternity Cover  |
| **Job Location:** Flexible, currently remote working  | **Reports to:** Head of Fundraising  |

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| **Purpose of Position:**  |
| The Alzheimer Society of Ireland (ASI) is placing additional emphasis on the area of Community Fundraising and we are currently recruiting a Fundraising Officer to support our Fundraising team on a fixed term basis for 1 year. |

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| **Main Duties and Responsibilities:**  |
| * Working with the fundraising team in developing and generating income, funds and donations in line with the national Fundraising Strategy, such as annual campaigns, corporate development, fundraising events and activities, and national/public campaigns.
* To ensure that local fundraising events, activities and collections etc. run effectively and are well planned, marketed and supported.
* To attend local, regional and national fundraising activities and events.
* To respond to enquiries from the public, volunteers, fundraisers etc. (By phone, mail and in person) including responding to requests for information and material etc.
* To give talks and presentations to local organisations i.e. schools, rotary clubs, local GAA etc. to increase awareness of and support for The Alzheimer Society of Ireland.
* To support the development of events and activities which engage corporate supporters, including existing ASI events.
* Keep up to date with developments and opportunities in the fundraising sector.
* Use Marketing & Digital Marketing activities including the production of marketing materials (brochures, promotional material etc.) and use of CMS on website, intranets, extranets and e-zines.
* Perform key administrative tasks including weekly reporting and database handling and management.
* Liaise and work alongside the Fundraising team, the Communications team, and the Operations Managers and Services to maximise partnership opportunities.
* To work within national ASI policies & procedures and to adhere to legal frameworks. To handle cash, banking, acknowledging and receipting of income in accordance with ASI policies and procedures.
* To carry out any other ad hoc duties that may be assigned from time to time.
* To act in the best interests of The Alzheimer Society of Ireland, acting as an ambassador for The Society in line with our vision and mission.

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description. |
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| **PERSON SPECIFICATION:**  |
| This position requires an ambitious, dynamic, self-motivated and target driven individual who can form excellent working relationships.**Required Knowledge / Experience:** * Minimum of 2 years’ experience in a fundraising role.
* Demonstrable ability to achieve and exceed set targets/goals.
* A professional ability to present/pitch to potential partners.
* Experience in building and managing key relationships and the ability to deal with a diverse range of people (experience in managing committees and volunteer groups desirable).
* Strong understanding of financial planning and budgeting.
* A third level qualification in a relevant discipline such as Fundraising, Communications, PR or Marketing.
* Full clean driving license
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| **Skills/Competencies:*** Very strong Interpersonal skills.
* Excellent verbal and written communication skills.
* Good attention to detail, in particular accuracy in written work.
* Results focused with strong organisational skills.
* Excellent IT skills and experience of marketing via Social Media (previous use of Salesforce an advantage).
* Negotiation and influencing skills.
* Account handling or similar experience.
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| **KEY RELATIONSHIPS** |
| Internal* Head of Fundraising
* Fundraising Manager
* Corporate Fundraiser
* Operations Managers
* Fundraising Team
* Communications Team
* ASI Branches & Volunteers
 | ExternalDonors & Fundraising groupsASI Supporters* New local corporate partners and engagements
* External fundraising networks and contacts from other charities
* Local media and other local community contacts

Local community contacts |