

## JOB DESCRIPTION – Community Fundraising Manager

### ABOUT ONE IN FOUR

One in Four provides programmes to help adults who have experienced childhood sexual abuse, their families and those who have engaged in sexually harmful behaviour. One in Four works in all aspects of sexual violence in an effort to break the cycle of abuse.

One in Four provides a safe place for men and women to explore the impact childhood sexual abuse has had on their lives. Working to end the trauma of childhood sexual abuse is at the heart of everything the organisation does.

One in Four also actively engages with policy makers at every level to ensure that legislation and processes that have an impact on our clients are sensitive to their needs, and regularly engages in public discourse regarding the prevalence and effects of child sexual abuse.

### ABOUT THIS ROLE

**Title:** Community Fundraising Manager

**Reporting to:** Head of fundraising

**Primary Place of Work:** (Hybrid - remote working and in office) 35/36 Arran Quay, Smithfield, Dublin D07 E221

**Nature of Post:** Permanent (following 6-month probationary period)

**Remuneration** €36,000 - €42,000 depending on experience

### ROLE SUMMARY

One in Four are seeking a Community Fundraising Manager to join their small and mighty team. The successful candidate will be responsible for the development and implementation of One in Four's community and events fundraising programme, growing a strong calendar of events and building long-term relationships with community fundraisers to maximise income for One in Four.

While fundraising experience is preferable, we would consider applicants with a background in sales, business development or event management, but they must be genuinely motivated to work in the not-for-profit sector and aware of the differences in demands and resources compared to the private sector.

If you're an energetic and proactive professional with a passion for One in Four's mission, strong communication and relationship-building skills, and previous experience in event coordination, we'd love to hear from you!

### RESPONSIBILITIES

#### Community Fundraising

- Manage a range of events and activities including One in Four's signature events, community events and collections, and supporter led events to maximise income for One in Four
- Establish and deliver excellent supporter care and stewardship to nurture strong relationships with supporters and event participants with the aim of turning them into long-term supporters.
- Recruit new supporters to assist in reaching fundraising targets and in building awareness in local areas and communities.

- Answer, log, and return calls, e-mails & web enquiries regarding fundraising initiatives and events in a professional, friendly, and caring manner.
- Manage relationships with supporters before, during, and after receipt of funds and maintain a high level of supporter care with donors
- Provide marketing admin and support to fundraising events and community fundraisers including communication templates, graphics and best practice fundraising
- Coordinate volunteers, permits, collection materials, etc. for Community events.

#### Administration

- Ensure all supporter data is entered into the CRM system in a timely manner, entered correctly and completely, and is GDPR Compliant.
- Track, analyse and report on fundraising results and measure, manage and report performance using agreed performance measures
- Support the Head of Fundraising with other tasks assigned.

## KPIS / PRIORITIES

- Maintain and increase community fundraising revenue by 10% through signature event, community events and supporter led initiatives.
- Establish annual calendar of events and accompanying digital strategy.
- Active targeting of prospective community event hosts, securing an average minimum of one per quarter.
- Identify new leads through fundraising efforts and focus efforts on converting to long-time donors.
- Increase awareness of One in Four and our work through our social media channels and website.

## CANDIDATE PROFILE

- Emotionally intelligent, empathetic, resilient and sensitive to the environment in which One in Four operates.
- Ability to work under pressure and identify, set and deliver to deadlines.
- Knowledge of the principles of fundraising across a range of methodologies
- Event management experience
- Excellent written and verbal communications and influencing skills
- Excellent relationship management skills with proven experience in account/customer/donor management
- Strong ability to work working on own initiative
- Previous fundraising experience in the charity sector is preferred.

## HOW TO APPLY

Please send a separate cover letter (max. 2 pages) and CV (max. 3 pages) demonstrating your skills, knowledge and experience required for this role to [Recruitment@oneinfour.ie](mailto:Recruitment@oneinfour.ie).

**Closing date for applications is Friday, September 20, 2024 by 5pm.**

Interviews will take place week of Monday, September 23, 2024 in person.