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Job Advertisement: Community and Campaigns Fundraising Officer

Title:	Community and Campaigns Officer
Location:	Epilepsy Ireland, 249 Crumlin Road, Dublin 12
Hours of Work:	35 hours per week, Monday - Friday. Some flexibility for evening and weekend work may be required.
Reporting to:	Fundraising and Development Manager
Terms:	€35,000-€40,000 p/a DOE. Permanent Contract, 6-month probationary period.

Epilepsy Ireland

Epilepsy Ireland was established in 1966 and is the national organisation working for people with epilepsy and their families. Our vision is to achieve a society where no person's life is limited by epilepsy. Our work encompasses:

- Information, training and support services for people with epilepsy and their families, delivered from head office in Dublin and 10 regional offices.
- Education and training for health professionals.
- Raising awareness and improving public understanding of epilepsy.
- Advocating on behalf of people with epilepsy.
- Funding and supporting epilepsy research.

See www.epilepsy.ie for more information on the organisation and our activities.

The Role:

This is an opportunity for a self-motivated and driven fundraiser to take ownership of key community and campaign fundraising activities. As part of a small team, this role will give the right candidate the opportunity to grow key fundraising activities and deliver engaging campaigns.

With responsibility for key campaigns, community, and flagship fundraising activities, the fundraising officer is responsible for growing the organisation's campaigns and events fundraising activities, recruiting new supporters, and maintaining high standards of supporter stewardship.

In addition, the fundraising officer will liaise with external fundraisers, handle incoming queries, and promote Epilepsy Ireland to potential new donors, corporate partners, and other relevant bodies as directed by the Fundraising and Development Manager.

The officer, as required by the Fundraising & Development Manager, acts as an ambassador for Epilepsy Ireland in pitching for and negotiating support from third parties, actively stewarding existing supporters, and engaging our supporters in a range of digital and community-based campaigns.

The duties for this role involve three key strands of activity:

Strategy Development and Implementation

- Work as part of the fundraising team to contribute to the overall strategic development of the organisation.
- Work with the Fundraising and Development manager to design and implement new and innovative income generation strategies for the organisation comprising digital, campaigns, and direct marketing fundraising approaches.
- Lead the implementation of our annual flagship fundraising campaigns and developing a promotional strategy to implement these campaigns effectively.
- Provide regular analysis and reports to the Fundraising and Development Manager on activities and performance. Ensure relevant information is gathered, evaluated and stored on our CRM.
- Ensure fundraising is carried out in an efficient and cost-effective manner.
- Ensure compliance with cash handling, banking, gift acknowledgment, and receipting policies.

Relationship Management/People Engagement

- Develop relationships with community groups and societies, schools, and other appropriate organisations with the aim of converting their support into fundraising activities.
- Act as a central point of contact for volunteers holding events in support of Epilepsy Ireland and, in conjunction with Head Office, assist in the supervision and training of fundraising volunteers.
- Expand our engagement with corporates and the wider business community with a view to securing financial support for the work of Epilepsy Ireland through pitches, proposals, and attendance at certain networking events.

- Assist the Fundraising and Development Manager in broadening the organisations membership base.
- Respond to public queries, fundraising, and general administration tasks.

Digital Media Engagement

- Engage with fundraisers through digital channels and social media.
- Expand digital and campaigns fundraising to maximise engagement and income.
- Streamline digital fundraising infrastructure and processes in collaboration with organisational stakeholders.

General Duties:

- Demonstrate a commitment to the work of Epilepsy Ireland and to carry out the work of the organisation in an efficient and effective manner.
- Uphold the reputation of the organisation and represent Epilepsy Ireland in a professional manner.
- Ensure all activity complies with Epilepsy Ireland's policies and procedures as well as legislation governing charity activity and the GDPR.
- Participate in Epilepsy Irelands performance management system, take ownership of professional development, and engage in regular supervision and appraisal.
- Participate in relevant training and development courses as agreed with your manager.
- Undertake any other duties as might be reasonably assigned from time to time.

This job description is not exhaustive; it merely outlines the duties and may be subject to change in consultation with the post holder.

The Candidate

Essential

- A third-level qualification in business, marketing, arts, or social science.
- 2-3 years' fundraising experience.
- Experience in community, events, and campaigns fundraising.
- Experience in digital fundraising.
- Excellent verbal and written communication skills.
- Excellent interpersonal, presentation, and sales skills.
- Ability to work well in a team and on own initiative.
- Ability to work to targets and deadlines.
- An ability to demonstrate versatility and work in a multi-disciplinary environment.
- Flexibility, enthusiasm, and motivation to succeed.
- Strong IT skills and experience, especially working with MS Office suite including Word, Excel, Power Point, and Teams.

- Access to reliable transportation.
- Permission to work in Ireland.

Desirable

- Experience in marketing and digital creative.
- Experience preparing and delivering presentations/pitches.
- Experience working with/managing volunteers.
- Experience with Canva or other design tools.
- Creativity and design skills.
- Supporter relationship management skills.
- Sales and prospect cultivation skills.
- Some understanding of epilepsy and the wider voluntary sector in Ireland.
- An understanding of the Health Sector and Health policy in Ireland.

Terms of Employment

- Salary: €35,000-€40,000 per annum depending on experience.
- Full-time, 35-hour week.
- Some evening and weekend working as well as travel within Ireland will be required from time to time, for which time off in lieu (TOIL) is given.
- 22 days annual leave with company days on Good Friday as well as Christmas Eve when it falls on a weekday.
- 6-month probationary period.
- This role is based at Epilepsy Ireland's Head Office in Dublin, with hybrid working available.
- The role will be subject to Garda vetting in line with HSE requirements.

Recruitment process

Please send CV and cover letter to recruitment@epilepsy.ie and include 'Community and Campaigns Fundraising Officer' in the subject line. For further information about this role contact Cian Dikker, Fundraising and Development Manager, on 085 880 8012 or cdikker@epilepsy.ie

Closing date for applications is **Friday the 4th of October 2024**. Interviews will take place the week of the 14th of October.

Epilepsy Ireland is an equal opportunities employer.