

Community Fundraiser RMHC Ireland

Job Title: RMHC Community Fundraiser

Job Location: The Ronald McDonald House Charity, Crumlin, Dublin 12

Reports to: Head of Development

Role Overview:

The RMHC Community Fundraiser plays a crucial role in ensuring the success of local fundraising initiatives, increasing financial support for RMHC Ireland. This position involves planning, coordinating, and executing community fundraising activities, while building strong relationships with volunteers, corporate partners, and local supporters.

Key Responsibilities:

Ensuring the delivery of local fundraising plans and activities:

- Ensure that local fundraising events, activities, and collections run effectively and are well planned, marketed, and supported.
- Attend local, regional, and national fundraising activities and events.
- Respond to enquiries from the public, volunteers, and fundraisers (by phone, mail, and in person), including requests for information and materials.
- Give talks and presentations to local organisations (e.g., schools, rotary clubs, local GAA) to increase awareness of and support for RMHC Ireland.
- Assist Corporate Partnership strategy targeting local companies, organisations, and bodies to become their preferred partner/charity.
- Contribute to and deliver against annual budgets, targets, and plans.
- Develop and manage an individual giving programme
- Develop organise appropriate events and campaigns

Working with volunteers and colleagues:

- Recruit, supervise, and evaluate the work of fundraising volunteers.

Other:

- Work within RMHC policies and procedures and adhere to legal frameworks.
- Receipt and acknowledge income in accordance with RMHC Ireland policies.
- Undertake administrative duties as required.
- Act in the best interests of RMHC Ireland, sharing our story and acting as an ambassador for RMHC Ireland in line with our vision and mission.
- Carry out any other duties that may be assigned from time to time.

Family -Centred Approach:

- Always prioritise the families staying at the House, maintaining sensitivity to their situations and needs.

PERSON SPECIFICATION:

This position requires a dynamic, self-motivated, and target-driven individual who is creative and understands the sensitivities of the environment.

Knowledge/Experience:

- Minimum of 3-5 years' experience in fundraising, displaying an ability to achieve set targets/goals.
- A third-level qualification in a relevant discipline.
- A full driving licence and access to a car, as this position requires some travel.
- Flexibility to travel as required.
- Salesforce Desirable

Skills/Competencies:

- A creative and innovative thinker.
- Demonstrable ability to achieve set targets/goals.
- Strong interpersonal and communication skills, with demonstrable experience in building and managing key relationships and the ability to deal with a diverse range of people.
- Strong organisational skills.
- Excellent IT skills.
- Excellent verbal and written communication skills.
- An understanding of budgets, finance, and fundraising.
- The ability to negotiate and influence people.
- Excellent presentation skills.
- Direct marketing experience.
- Experience of marketing via social media.

Other Requirements:

- Good attention to detail, particularly accuracy in written work and data processing.
- Positive attitude, particularly towards learning new tasks and skills and being adaptable to change.
- The ability to work as part of a small team.
- Results-focused.
- Direct marketing experience

To Apply:

Please forward a CV and cover letter to Joe Kenny, CEO.

The Ronald McDonald House, CHI @ Crumlin, Crumlin, Dublin D12 DY09.

joe.kenny@rmhc.ie | www.rmhc.ie

Application closing date: Friday, 1st November 2024 (COB)