



Together we can achieve a society where
no person's life is limited by epilepsy

249 Crumlin Road, Dublin 12
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JOB DESCRIPTION: Corporate and Trusts Fundraising Officer

Title:	Fundraising 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 & Development Manager
Terms:	Permanent Contract, 6-month probationary period.

Key information:

Closing date: 7th February

Shortlisting/screening: w/c 10th February

Interviews: 19th and 20th February. A second round of interviews may be held the following week if necessary.

Please submit a CV and cover letter to recruitment@epilepsy.ie and include 'Corporate and Trusts Fundraising Officer application' in the subject of the email. If you have any questions about this role please contact Cian Dikker, Fundraising and Development Manager, at cdikker@epilepsy.ie or 085 880 8012.

Epilepsy Ireland is an equal opportunities employer. If you require any specific accommodations to participate in this recruitment process, please do not hesitate to contact us.

Background:

This is a unique opportunity for an early career fundraiser to demonstrate their skills and expertise. As part of a growing fundraising team, you will make an integral contribution to developing corporate, trust, foundation, and grant income in Epilepsy Ireland. This is a new role for the organisation, meaning there is a real opportunity to build and own a successful corporate fundraising pipeline, and nurture relationships with important funders.

If you are a driven, professional, and ambitious fundraiser, this is the ideal opportunity to make your mark and take the next step in your career.

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.

Role Description

This is a new role critical to the growth of fundraising in Epilepsy Ireland. Reporting to the Fundraising and Development Manager, the Officer will be responsible for corporate and trust, foundation, and grant fundraising. This includes growing income; acquiring new supporters; stewarding successful relationships; and expanding the portfolio of organisations supporting the work of Epilepsy Ireland. In addition, the Fundraising Officer is responsible for gathering engaging stories of impact for a variety of audiences, supporting the generation of impact communications to supporters.

The Officer will support other fundraising activities where needed and maintain high standards of supporter stewardship. The Officer will be responsible for tasks such as liaising with external fundraisers, handling incoming queries, and promoting Epilepsy Ireland to potential new donors and other relevant bodies as required.

Duties

The key responsibilities of this role will broadly comprise:

- Responsible for the delivery of fundraising targets as a key member of the Fundraising Team.
- Develop and maintain a portfolio of corporates, trusts, and foundations supporters.
- Develop a calendar of relevant grant opportunities, keep informed on emerging funding opportunities, and complete grant applications.
- Research corporate and trust and foundation prospects and secure introductory meetings.
- Develop and deliver presentations and pitches for support, innovative and engaging partnership activities, and compelling impact reporting.
- Collaborate with the Fundraising Team in executing our annual flagship fundraising campaigns and develop a promotional strategy to implement these campaigns effectively with corporate supporters.

- Collaborate with internal stakeholders to utilise communications, marketing, digital tools, and social media to increase the visibility and relevance of Epilepsy Ireland to corporate and trust and foundation audiences.
- Working with the Fundraising & Development manager to design & implement new and innovative income generation strategies.
- Develop reports and impact stories for diverse audiences.
- Providing regular analysis and reports to the Fundraising and Development Manager on activities and performance. Ensuring relevant information is gathered, evaluated, and stored on CRM system.
- Collaborate with colleagues and contribute to the overall strategic development of the organisation.
- Ensuring compliance with cash handling, banking, gift acknowledgment, and receipting policies.
- Ensuring that all fundraising events are carried out in a safe, efficient and cost-effective manner.
- Any other general fundraising activities as required.

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.
- 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.
- Present and act in a professional manner at all times.
- Demonstrate creativity, drive, dynamism, commitment, attention to detail and best practice in all activities.
- Ensure confidentiality on all matters and information obtained during the course of employment.
- Ensure all activity complies with Epilepsy Ireland's policies and procedures, the Fundraising Codes of Good Practice, legislation governing charity activity, and the GDPR.
- Be vigilant to any health, safety and welfare risks in the workplace.
- Undertake any other duties as might be reasonably assigned from time to time.

This job description is not exhaustive and may be subject to change in consultation with the post holder.

Person Specification

The successful candidate will be a natural and engaging communicator with an understanding of strategic business development and supporter cultivation. This is an ideal opportunity for a driven, creative individual looking to play a key role in developing and

implementing key fundraising strategies that will secure the financial future of Epilepsy Ireland.

Experience and Qualifications

Essential

- 2-3 years fundraising experience.
- A 3rd level qualification in business, marketing, arts, social science, or other relevant discipline.
- Experience in corporate fundraising, grant applications, and impact reporting.
- Experience preparing and delivering presentations/pitches.

Desirable

- A professional fundraising qualification.
- Experience in events and campaigns fundraising.
- Experience working with/managing volunteers.
- Experience in account/customer/donor management.

Skills and Attributes

Essential

- Excellent verbal and written communication skills.
- Excellent interpersonal, presentation, and sales skills.
- Proven networking, relationship building, and prospect cultivation skills.
- Ability to work well in a team and on own initiative.
- Ability to work to targets and deadlines.
- An interest in and understanding of the not-for-profit sector as well as fundraising principles.
- 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.

Desirable

- Research and prospecting skills.
- Experience with Canva or other design tools.
- Supporter relationship management skills.
- Some understanding of epilepsy.
- An understanding of the Health Sector and Health policy in Ireland.

Terms of Employment

- Salary: €40,000-€45,000 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.
- This role is based at Epilepsy Ireland's Head Office in Dublin, with hybrid working available.
- 6-month probationary period.
- The role will be subject to Garda vetting in line with HSE guidelines.