

Job Title	Corporate Partnerships Graduate
Manager	Corporate Partnerships Manager
Contract	One-year full-time contract

The Irish Heart Foundation is Ireland’s national charity dedicated to fighting heart disease and stroke. Every hour someone in Ireland suffers a stroke and every day hundreds of people are diagnosed with heart conditions. The lives of these people are often cut tragically short. Many are left disabled. Almost 9,000 die from heart conditions and stroke every year in Ireland making cardiovascular disease one of the nation’s biggest killers. We work to turn this around – support people to live healthy lives and avoid cardiovascular disease, but also to support people living with heart conditions and stroke.

We are looking for a highly motivated, passionate self-starter to join our Corporate Partnerships Team. The ideal person is proactive, imaginative, persuasive, and enjoys picking up the phone and reenergizing current partnerships and building new relationships from scratch. This role will be of interest to someone who is looking to get a foothold in business development or sales and is passionate about helping people affected by heart conditions and stroke.

The Role

As Corporate Partnerships Graduate you will help coordinate the corporate fundraising arm of our national Go Red for Women fundraising campaign, assist the Corporate team on new and existing partnerships, help develop an employee engagement calendar of events and materials, research and reach out to new companies who may be interested in supporting our work. Reporting to the Corporate Partnerships Manager, you will actively work with all teams within the Irish Heart Foundation to deliver all aspects of the partnerships and keeping relevant external stakeholders updated on impact of our programmes and services.

Key Responsibilities

- **New Business Development**
 - Development of new partnership leads through networking and cold acquisition.
 - Assist the corporate partnerships manager in applying for charity of the year partnership, corporate partnerships or sponsorship proposals and pitches.
- **National Employee Fundraising Campaigns**
 - Assist in the coordination of national employee fundraising campaigns and the development a new corporate fundraising campaign/challenge.
- **Administration**
 - Manage and update corporate information on the CRM database
 - Management of all corporate donations and receipting.
- **Support the Corporate Partnership Manager and Senior Business Development Manager when needed**
- **Play an active role in the overall fundraising team**

- Build strong relationships internally at IHF, working effectively with colleagues to deliver all aspects of the partnerships and keeping relevant stakeholders updated
- Play an active role in the overall fundraising team
- Dependent on public health guidelines, support the delivery of Irish Heart Foundation events.
- Attend Irish Heart Foundation meetings and undertake appropriate staff development and training opportunities as agreed with the line manager.
- The successful candidate is expected to be flexible in this role and carry out other duties that may be assigned to him/her from time to time.

Skills and Experience Required

Education

- Third level Degree Level 7 required at a minimum.

Skills

- Excellent communication and interpersonal skills, a warm & friendly phone manner
- Excellent organisational and relationship-building skill
- Creativity and an ability to produce innovative and original ideas.
- Ability to set and achieve targets
- Excellent organisational and time management skills.
- Strong attention to detail
- Self-motivated with the ability to work independently.
- Good knowledge of the Microsoft Office Suite
- Ability to work as part of a team in a busy organisation
- Commitment and flexibility required
- Ability to represent the Irish Heart Foundation in a professional manner at all times.
- Ability to develop strong and positive working relationships with colleagues and external stakeholders.

Experience (desired, not essential)

- Ideally have experience in a customer service or account management role

Details of Role and Application process

This is a full-time role, Monday to Friday for a one year fixed term contract. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. Currently staff are working remotely and the successful candidate will be supported to work remotely initially according to public health guidelines.



To apply please provide an up to date curriculum vitae and cover letter outlining how you suit the post by email to Siobhan Browne, HR Consultant

Email: hr@irishheart.ie

*The closing date for this position is **Friday October 30th 2020***

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a no smoking policy. Employees are not permitted to smoke whilst undertaking any duties on behalf of the Foundation.