



Job Title:	Corporate Fundraising Executive
Location:	Rathmines (Hybrid)
Job Status:	Permanent, full-time
Report to:	Corporate Fundraising Manager

The Irish Heart Foundation is a community of people who fight to protect the cardiovascular health of everyone in Ireland. Together we are working to eliminate preventable death and disability from heart disease and stroke, and to support and care for those living with these life-changing conditions. We work to achieve this by:

- Caring for and speaking out for people in the community living with heart conditions and stroke, and their families.
- Innovating and leading in health promotion and prevention to change health behaviours and reduce cardiovascular risk.
- Building a nation of lifesavers through CPR training.
- Campaigning and advocating for policies that support people to live healthier lives.
- Information provision.

Our team currently is approx. 75 employees and up to 100 volunteers working towards the Foundation's vision of a future where no hearts are broken by preventable heart disease.

The Role

As Corporate Fundraising Executive, you will work closely with Corporate Fundraising Manager and other members of the team on relationship management, new business development, event and campaign management. In addition, you will be responsible for management of timely communications including invoicing, receipting and thanking supporters as well as keeping records and accounts of all transactions.

We would like to meet you if you are:

- A friendly, warm, empathetic person with an interest in the charity sector who enjoys working in a team but can also work independently.
- A great communicator who has an excellent written and verbal communication skills.
- An organised administrator who is good at managing more than one task at the same time and has very strong attention to detail and ability to meet deadlines and targets.
- A self-starter with the ability to learn detailed processes and implement. To problem solve and create efficiencies when possible.

Key Responsibilities

- Being in regular contact with our supporters, making calls to companies to enlist their support for future events and engage them in the work we are doing.
- Gathering information on future opportunities like charity of the year, partnerships, charity committees etc.
- Responding to queries in a timely fashion, these will include workplace well-being queries as well as traditional fundraising queries.
- Prioritising updating of IHF database to ensure there is continuity in our customer relationship Management
- Ensuring fundraisers are thanked for their contributions at the end of their campaign
Track income, reconciliation with accounts and batching for fundraising events in our remit

Skills and Experience Required

Education

- A qualification in a related discipline is desirable but not essential.

Experience

- Essential to have 1-2 years' experience in a similar fundraising role
- Proven track record in lead generation conversion

Skills

- Have a clear understanding of the important work the Irish Heart Foundation is doing
- Experience working with MS office (work, excel, etc.)
- Experience with a CRM data base would be an advantage
- Excellent organisational skills
- Exceptional attention to detail
- Excellent writing and editing skills
- Ability to prioritise, plan and organise own workload and to work to multiple deadlines
- Ability to handle enquiries and complaints appropriately and sensitively
- Excellent communication and people skills
- Commitment and flexibility

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.

Benefits of working with Irish Heart Foundation:

Flexible working with our hybrid working model, our team enjoy more flexibility working from home and our Head office location in Rathmines (2 days per week office based) or more if you prefer!

We provide benefits to help you protect your health and financial security; and give you peace of mind.

- Pension scheme with employer contributions, from day 1 of service
- Life assurance of 4 times base salary with immediate effect
- Income continuance/disability benefit, at no cost to you from day 1 of service
- Paid Maternity leave
- Company sick pay
- Company health checks
- Generous annual leave policy including additional company days
- Bike to Work Scheme, Travel Saver Tickets, Excellent public transport links
- Employee Assistance Programme (EAP)
- A wonderful office we are proud of with excellent working, kitchen and changing facilities
- Events organised by social club and Health and Well-being Committee
- CPR Training for all employees
- Ongoing Training and Development initiatives to help you grow your career with us

Details of Role and Application process

This is a full-time, Monday to Friday. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin (Monday and Thursday office days). To apply please provide an up-to-date curriculum vitae and cover letter outlining how you suit the post by email to Klara O'Malley, HR Manager.

Email: hr@irishheart.ie

The closing date for this position is 12th January 2024

Salary - €30,000 – 32,000

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a strict no smoking policy.