



Job Description

Job Title: Fundraising & Events Co-ordinator

Location: Cork Region

Reporting to: Community Fundraising Manager or designate

Overall Purpose of the Post:

The purpose of the post is to support the Regional Community Fundraising Manager to achieve annual income targets for the region for the benefit of Enable Ireland as an organisation. This will be achieved by undertaking a range of duties and responsibilities related to the strategic fundraising goals of Enable Ireland.

Duties:

- Provide support to the Community Fundraising Manager in coordinating activities in line with the National Fundraising Strategy, such as annual campaigns, corporate philanthropy events and activities, major gift prospect management and public fundraising campaigns and events;
- Organisation and management of specific fundraising initiatives independently of the Fundraising Manager, such as Regional Events (Golf Classics, Gala Dinners and Balls, Coffee mornings), Annual campaigns, Annual Church Gate and other collections, Corporate and Major Gift presentations and tours, Direct marketing campaigns using print and new media etc.;
- Cash Handling & Banking; recording and receipting in-coming cash to the department in line with Enable Ireland Cash Handling Procedure;
- Input data into the National Customer Relationship Management (CRM) system on a daily or weekly basis, to ensure donor information and results can be monitored regularly;
- Contribute to the development of detailed 'Case for Support' communications and proposals for projects that require funding in the local region, and writing grant proposals to corporates, Government, trust and foundations for the benefit of the region;
- Prepare and provide reports on performance on a monthly basis as part of a monthly performance report for the Fundraising Manager or designate (reporting template will be provided);
- To provide general administrative support to the Fundraising Manager as appropriate;
- To provide support to parents/service users/other parties who are fundraising for the organisation;
- General administrative duties including correspondence and filing;
- Maintenance of office equipment; stationary stocks and promotional material;
- Any other duties commensurate with the nature of the post.

Terms & Conditions:

Responsible to:	Community Fundraising Manager or designate
Probation:	A probationary period of six months applies to this post.
Salary:	The salary scale for this role is €32,000 – 34, 632 per annum.
Annual leave:	Annual leave entitlement 25 days pro rata per annum and proportionately less for less than 12 months service.
Pension Scheme:	Enable Ireland operates a contributory pension scheme which all members of staff may join on earlier of 1 st July or 1 st January following start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/	
Police Clearance:	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay:	<p>All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows:</p> <p>Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period</p>