

Job Description: Corporate Fundraising Executive

To apply - please send your CV and Cover letter as pdfs in an email Subject "Corporate Fundraising Executive | First Name Last Name" to Head of Corporate Partnerships (corporate@unicef.ie (mailto:corporate@unicef.ie) by 5pm on Friday, 24th of May.

UNICEF works in the world's toughest places to reach the most disadvantaged children and to protect the rights of every child, everywhere. Across more than 190 countries and territories, we do whatever it takes to help children survive, thrive, and fulfil their potential, from early childhood through adolescence.

And we never give up.

Job Title	Corporate Fundraising Executive
Reporting To:	Head of Corporate Partnerships
Department	Corporate Partnerships
Job Location	Currently working from home. UNICEF Ireland, 33 Lower Ormond Quay, Dublin 1, Ireland
Hours	37.5 hours per week (9.00am to 5.30pm)
Salary	Commensurate with experience
Contract	One Year

ABOUT THE TEAM

The Corporate Partnerships Team has achieved significant growth over the last year, securing, and growing major strategic partnerships with business across Ireland.

We firmly believe that companies can play a crucial role in changing the world for children; we are motivated by this and are working in increasingly diverse and integrated ways with our partners and supporters to make this change a reality.

Job Purpose:

The role of Corporate Fundraising Executive sits within the Corporate Partnerships Team, providing support across the team. This is a fantastic opportunity for an ambitious fundraiser to join our highly motivated team and support the team on partnership development and stewarding

our supporters. We are looking for a highly organised and strong communicator to support all members of the corporate fundraising team.

UNICEF is funded entirely through voluntary contributions. The donations and support we receive from businesses and membership organisations are crucial to the success of our work for children. By partnering with the Irish business community, we work to provide lifesaving aid to children and families caught up on the world's worst humanitarian crises and we work to save lives and transform childhoods so that every child has the chance to not only survive but thrive.

Main Duties & Responsibilities:

Reporting to the Head of Corporate Partnerships, the role holder will:

- Assist with the organisation of corporate fundraising activities and events to help build UNICEF Ireland's profile and engagement with the corporate sector.
- Support the administration and account management of existing corporate partnerships & donors.
- Prepare digital content such as social media posts, website or brochure content, fundraising products, acknowledgement letters and copy to support corporate fundraising activity.
- Be the first point of contact for all new corporate partnership inquiries and business giving to UNICEF Ireland.
- Provide administrative support to the team as and when needed e.g. scheduling cross-organisational project meetings and processing and coding business donations.
- Work with Head of Corporate Partnerships to ensure fundraising processes and ways of working are effective and efficient.
- Maintain up to date prospect records on Salesforce.
- Write and design acknowledgement materials for donors, segmenting based on giving levels.
- Ensure that all activities comply with UNICEF Ireland's Fundraising Policies and Procedures, as well as all legislation governing charity activity including GDPR.
- Carry out additional tasks as required.
- Represent UNICEF Ireland to external audiences.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge, and skills needed to be effective and successful in this role. All criteria in this section are essential.

Effective behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support whilst generating trust and credibility.

Collaboration

- Consults others and shares expertise, know-how and ideas with colleagues for best results
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience, and knowledge

Achieving change

- Demonstrates flexibility and adaptability to working in new scenarios
- Demonstrates a solution focused approach
- Maintains focus in uncertain or ambiguous situations

Digital first

- Has the appetite to continuously learn and is open to exploring digital tools to support UNICEF Ireland to achieve better results for children.

Relevant experience

- Experience in business development or charity fundraising, ideally in fundraising from businesses.
- Experience refining and implementing administrative procedures.

Specific knowledge and skills

- Able to perform moderately complex tasks using ICT, with knowledge of PowerPoint, Excel and Word.
- Knowledge and interest in developments, issues, and trends in the not-for-profit and commercial sectors.

Person Specification:

- Good communication and interpersonal skills are essential.
- Committed interest in the work & principles of the UNICEF.
- Ability to speak and write fluently in English.
- Ability to respond to a varying workload in a busy environment.
- Ability to meet deadlines and targets.

CONTRACT TERMS

- Salary will be commensurate with experience
- 37.5 hours/week, Mon-Fri
- Term: One Year Contract
- Location: UNICEF Ireland, 33 Lower Ormond Quay, Dublin 1 and, where agreed, hybrid

This job description is not exhaustive and is subject to changes as is required within the Partnerships team. Or any other criteria which we deem to be appropriate for the role.



Child Safeguarding

UNICEF Ireland is committed to adhering to the highest standards of child protection and child safeguarding. UNICEF reserves the right not to employ staff or engage volunteers or other representatives who are deemed to pose or potentially pose a risk to the protection of children, to the full extent permitted by law. Additionally, all candidates must sign UNICEF Ireland's Child Protection Policy & Procedures before commencing employment, engaging as a volunteer, intern, consultant or representative of UNICEF Ireland.

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Region

Dublin 2 / Remotely and in-person

Date Entered/Updated

30 April 2024

Expiry Date

24 May 2024