

## **Helplink Mental Health: Fundraising Officer (Part Time)** **(<https://www.activelink.ie/node/107885>)**



### **Fundraising Officer**

Helplink Mental Health's mission is to provide accessible, free or low cost mental health services; locally, nationally and internationally, 7 days a week and out-of-hours.

We are seeking an innovative and highly motivated individual to join our team as a Fundraising Officer at the start of an exciting new phase where we are expanding our services in the West of Ireland. This will be a 20 hour per week role (3-4 days) reporting to the Executive Director. The Fundraising Officer will work with the Executive Director and staff to develop and implement our fundraising programme and grow income to support the expansion of the service.

**Contract:** 12-month Fixed Term

**Hours of work:** Part time – 20 hours per week

**Location:** Galway (Some Remote Working is possible, subject to the needs of the organization)

**Salary:** €25,000 (for a 20-hour week)

### **Responsibilities/Duties will include:**

#### **Donor Management/Support**

- Act as a point of contact for enquiries, assessing, and responding to immediate short-term fundraising opportunities as they arise while providing best practice donor care experience
- Support Community fundraisers with their events
- Develop relationships with Corporate sponsors.
- Support the preparation process for meetings with donors and prospective donors and supporters e.g., by drafting briefing notes, making appointments, organising logistics, research etc.
- Ensure every contribution is recognised, valued, and actively acknowledged to encourage and develop long term relationships.

#### **Event Management**

- Take responsibility for Fundraising Event management – including all revenue generation and operational considerations.

#### **Reporting – Activities & Financials**

- Support the admin team to manage and reconcile incoming donation information correctly and efficiently.
- Assist with the drafting and production of clear and visually compelling donor reports and presentations.
- Input and maintain comprehensive and accurate records on our fundraising database in line with organisational procedures.
- Manage activity budgets as appropriate to ensure all activity falls within budget.

#### **Communications**

- Lead marketing strategy related to fundraising events
- Organise and lead the production of fundraising promotional materials as required.
- Monitor the organisation's website from a fundraising viewpoint and ensure its potential as a fundraising tool is

maximised.

- Attend relevant fundraising fora such as Charities Institute Ireland, and other relevant bodies.

Note: This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop this role under guidance so that the organisations aims are achieved.

## Person Specification

### We would like to meet you if you are:

- A Friendly, warm, empathetic person
- Interested in the charity sector
- A self-starter who has a can-do, solution-focussed attitude
- A great communicator who has an excellent written and verbal communication skills.
- Able manage multiple priorities and have excellent organisational skills
- Attentive to detail
- Deadline and Target Driven

## Skills and Experience Required

### Essential

- Minimum of three years' experience in a similar role - previous experience in fundraising/sales with a proven track-record working against timescale and deadlines.
- Accurate administrative and analytical skills with strong working knowledge of Microsoft Office products, particularly Excel and Word.
- Responsible attitude to dealing with sensitive and confidential information.
- Commitment to the mission and values of Helplink
- High level of proficiency in English; both spoken and written.

### Desirable

- A qualification in fundraising, sales, marketing, or a related field
- Experience of reporting to a Board of Trustees/Directors
- A good understanding of the mental health sector
- Knowledge of digital fundraising platforms
- Digital Marketing experience
- Full clean drivers' licence

## How to Apply:

- Please email a CV and cover letter to [laura@helplink.ie](mailto:laura@helplink.ie) (<mailto:laura@helplink.ie>).
- Deadline for Applications: **Friday 17th May at 5pm**

### Region

Galway / Remote

### Date Entered/Updated

25th Apr, 2024

### Expiry Date

17th May, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/107885-helplink-mental-health-fundraising-officer-part-time>