

Purple House Cancer Support Centre: Community Fundraising Officer (<https://www.activelink.ie/node/115401>)



Title: Community Fundraising Officer

Location

Purple House Cancer Support Centre, 2 Duncairn Terrace, Quinsborough Road, Bray, Co. Wicklow

Hours of Work

35 hours per week. Some flexibility for evening and weekend work may be required.

Reporting to

Fundraising Manager

Terms

€35,000 per annum, dependent on experience. Permanent Contract, 6-month probationary period.

About Purple House

Purple House Cancer Support is to the forefront in providing a range of professional support services to people of all ages affected by Cancer in Ireland.

Founded in 1990, our aim is to help rebuild the lives of families affected by Cancer. Purple House is at the heart of the community.

This is an opportunity for you to join our team and help the organisation meet the needs of our current stage in growth and development.

The Role

This role presents an exciting opportunity for a highly enthusiastic, proactive, and organised individual.

The successful candidate will be responsible for the development of Purple House Cancer Support's community and events fundraising programme.

The successful candidate will be confident and capable of working on their own initiative and working towards set fundraising targets. They will have a passion for Purple House Cancer Support and for managing fundraising and events volunteers.

In addition, the fundraising officer will liaise with external volunteer fundraisers, manage incoming queries, and promote Purple House to potential new donors, corporate partners, and other relevant bodies as directed by the Fundraising Manager.

Duties and Responsibilities

- Manage ad hoc community fundraising activities that come in from the public.
- Manage a portfolio of fundraising events from beginning to end including evaluation.
- Keep CRM up to date with accurate donor information and fundraising income.
- Support in the creation and implementation of fundraising supporter journeys.

- Champion Purple House throughout the community ensuring all fundraisers receive excellent supporter care to maximise engagement and income.
- Attend fundraising and other events as required. This may involve some weekend and evening work.
- Engage with supporters through digital channels and social media to maximise engagement and income.
- Manage the recruitment and retention of fundraising and events volunteers.
- Work closely with the fundraising manager in as well as interdepartmentally and contribute to the achievement of the overall fundraising strategy.
- Provide reports to the Fundraising Manager on fundraising campaigns.

Person Specification

- A minimum of 2 years' experience in a fundraising or public-facing role.
- Strong communication skills with the ability to engage and inspire supporters.
- Strong analytical and problem-solving skills.
- Planning and organisational skills with a proven ability to multi-task and prioritise time and resources.
- Excellent interpersonal skill and demonstrated success of exceptional relationship management.
- Experience using a CRM system/database is desirable.

Other

- Flexibility in working hours is required.
- Full Drivers Licence is required.

Employee Benefits

- Competitive salary based on agreed working hours.
- Group pension scheme (Upon completion of probation period)
- Life Assurance Cover (Upon completion of probation period)
- 21 Days Annual Leave (Pro rata)
- Bike to work scheme

How to apply

Please submit your CV with a covering letter highlighting your relevant skills and experience and outlining why this position is suited to you.

Email the above to our Fundraising Manager: natasha.quinn@purplehouse.ie (mailto:natasha.quinn@purplehouse.ie)

Closing date: Monday 19th May 2025

This job specification is not intended to be a comprehensive list of all duties involved and consequently, the role may be required to perform other duties as appropriate to the post which may be assigned from time to time.

Region

Bray, Co Wicklow

Date Entered/Updated

2nd May, 2025

Expiry Date

19th May, 2025

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