

Focus Ireland: Community Fundraising Officer- Midlands / West of Ireland (<https://www.activelink.ie/node/116011>)



Community Fundraising Officer - Midlands / West of Ireland

Location: This role offers a truly flexible, hybrid working arrangement. While much of the work can be completed remotely, there is an expectation of regular attendance at a designated Focus Ireland regional office. The successful candidate will be based in the Midlands / West of Ireland and should be able to travel frequently to one of our regional offices (located in Limerick or Sligo) as agreed upon at the outset. In addition, all team members are required to attend monthly in-person meetings at our Dublin office to collaborate and connect with the wider team.

Contract: Full Time, Permanent Contract

The Purpose of this role aims to engage community support and raise funds for Focus Ireland. We are looking for a motivated, dynamic, and confident individual with a passion for making a difference. We are seeking someone who thrives on collaborating with communities, schools, colleges, and other organisations across the country, to join us in our mission to end homelessness. If you believe that everyone has a right to a place to call home, this role could be the perfect fit for you.

What you will do:

- **Income Generation:** Enhance income opportunities from third-party events, individual fundraisers, schools, colleges, faith groups and organisations by building strong relationships and partnerships. Support volunteer fundraisers and foster long-term commitment through repeat events. Identify and cultivate high value fundraising opportunities and relationships. You will have specific responsibility over specific lines which will be agreed and planned together with your manager.
- **Community Relationships:** Establish and maintain key relationships with community groups, associations (such as Sporting Organisations, Rotary, ICA, Scouts), festivals, events, local chambers, and individuals to help meet fundraising targets and raise awareness. This involves regularly meeting with groups and individuals. Relationships may need to be built from scratch or maintained as part of longer-term partnerships.
- **Campaign Development:** Collaborate with the Campaigns team to develop and implement key fundraising campaigns in the region. Recruit participants for major events like Shine a Light, The Big Busk, and On the Move. You will focus on using our key campaigns to generate significant income.
- **Promotion and Engagement:** Innovatively promote Focus Ireland's work and engage local communities through participation in national campaigns such as Shine a Light, The Big Busk, DIY local events, securing community high value partnerships and other fundraising activities.
- **Supporter Stewardship & Engagement:** Lead the management and delivery of stewardship activities in your area across multiple supporter segments to enhance relationships and drive continued support. Plan and execute regular and targeted communications, leveraging communication channels such as email, social media, print, SMS, and telemarketing to maximise supporter engagement and fundraising. Work closely with the Focus Ireland Digital, CRM, and Supporter Care teams to develop and implement integrated strategies that ensure seamless donor journeys and exceptional supporter experience.
- **Creative Materials:** Develop and deliver creative materials to support fundraising initiatives, ensuring adherence to brand guidelines and effective management of third-party suppliers.
- **Volunteer Management:** Recruit and manage volunteer committees to support local fundraising activities and increase awareness of Focus Ireland's work. Work with volunteers throughout the year as needed.

Finance, Budgets, and Reporting:

- **Financial Management:** Handle cash, receipts, banking, and income acknowledgment and thanks following Focus

Ireland's procedures.

- **Fund Allocation:** Ensure accurate allocation of funds to supporters on the CRM system and appropriate campaigns and income lines.
- **Reporting:** Provide monthly written updates on participants, income, projections, and necessary adjustments.

General:

- **Team Collaboration:** Work collaboratively with the fundraising team to maximise income and develop long-term supporter relationships in line with the Community Fundraising Team growth strategy.
- **Content Collection:** Partner with services and communications teams to gather regional case studies, images, and stories.
- **Additional Duties:** Perform other duties as reasonably assigned by the Head of National Community Fundraising.
- **Compliance:** Ensure all fundraising activities comply with the Charities Act and relevant data protection laws, adhering to best practices.

What you will need:

- A degree or equivalent qualification in **Marketing, Communications, Community Development, Public Relations, or a related field is preferred**. Alternatively, relevant professional qualifications or certifications in charity fundraising (e.g., from Charities Institute Ireland or other similar bodies) can be advantageous.
- **Relationship Development:** Ability to initiate, build, and sustain community relationships.
- **Target Achievement:** Demonstrated ability to meet targets in an income generation-focused environment.
- **Organisational Skills:** Strong organisational skills with the ability to work under pressure, prioritize tasks, and multitask.
- **Communication Skills:** Excellent interpersonal and communication skills, both written and oral, for effective interaction with supporters, volunteers, customers, colleagues, and suppliers.
- **Business Acumen:** High level of business acumen with the ability to develop professional proposals.
- **Flexibility:** Willingness to work flexible hours, including weekends, evenings, and occasionally during unsociable hours.
- **Technical Proficiency:** Proficiency in MS Word, Excel, using CRM and PowerPoint.
- **Driver's License:** A full, clean driver's license is essential for this role. As travel will be required, the ability to drive and facilitate this travel is a key requirement.
- **Head Office:** There will be monthly team meetings in our High Street Office in Dublin 8 or in other offices across the country from time to time.

Apply now (<https://login.hirelocker.com/focus-ireland/jobs/32261/community-fundraising-officer-midlands-west-of-ireland-limerick>)

Focus Ireland is an equal opportunities employer

Region

Remotely / Midlands / West of Ireland

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4th Jun, 2025

Expiry Date

18th Jun, 2025

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