

## **Epilepsy Ireland: Partnerships and Philanthropy Officer** **(<https://www.activelink.ie/node/116095>)**



**Together we can achieve a society where  
no person's life is limited by epilepsy**

### **Partnerships and Philanthropy Officer**

**Salary:** €40,000-€45,000

**Location:** Epilepsy Ireland, 249 Crumlin Road, Dublin 12 (hybrid, flexible)

**Hours of Work:** 35 hours per week, Monday - Friday. Some flexibility for evening and weekend work may be required.

**Reporting to:** Fundraising & Development Manager

**Terms:** Permanent Contract, 6-month probationary period.

### **Key information:**

**Closing date:** 23rd June 2025

**Interviews:** Week commencing 30th June. A second round of interviews may be held if necessary.

Please submit a CV and cover letter to [recruitment@epilepsy.ie](mailto:recruitment@epilepsy.ie) (<mailto:recruitment@epilepsy.ie>) and include 'Partnership and Philanthropy Officer application' in the subject of the email.

**Please note that only applications submitted to the above email address will be considered.**

If you have any questions about this role please contact Cian Dikker, Fundraising and Development Manager, at [cdikker@epilepsy.ie](mailto:cdikker@epilepsy.ie) (<mailto:cdikker@epilepsy.ie>) or 085 880 8012 (tel:0858808012).

Epilepsy Ireland is an equal opportunities employer. If you require any specific accommodations to participate in this recruitment process, please do not hesitate to contact us.

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### **Background:**

Epilepsy Ireland is the national organisation representing the 45,000 people living with epilepsy in Ireland. Established in 1966, our vision is to achieve a society where no person's life is limited by epilepsy. Our mission is to empower all those affected by epilepsy to achieve their full potential by providing high-quality community-based support and education, raising public awareness, conducting effective advocacy, and supporting research.

The Partnerships and Philanthropy Officer role has been created as part of an ambitious plan to increase fundraised income. The successful candidate will provide important capacity to identify, cultivate, and steward prospective supporters in corporate and trust and foundation fundraising. This role provides an ideal opportunity for an ambitious fundraiser to develop and own a successful corporate fundraising pipeline and steward relationships with important funders.

### **Role Description:**

As Partnerships and Philanthropy Officer, you will play an integral role in the development of fundraising in Epilepsy Ireland. Reporting to the Fundraising and Development Manager, you will be responsible for corporate and trust, foundation, and grant fundraising. This includes growing income; acquiring new supporters; stewarding relationships; and expanding the portfolio of organisations supporting the work of Epilepsy Ireland. You will also be responsible for gathering engaging stories of impact which are essential to the generation of impactful supporter communications.

## **Key responsibilities:**

- Responsible for the delivery of fundraising targets as a key member of the Fundraising Team.
- Develop and steward a portfolio of corporates, trusts, and foundations supporters.
- Develop and deliver presentations and pitches for support, innovative and engaging partnership activities, and compelling impact reporting.
- Collaborate with the Fundraising Team in executing our annual flagship fundraising campaigns and develop a promotional strategy to implement these campaigns effectively with corporate supporters.
- Develop a calendar of relevant grant opportunities, keep informed on emerging funding opportunities, and complete grant applications.
- Research corporate and trust and foundation prospects and secure introductory meetings.
- Provide regular analysis and reports to the Fundraising and Development Manager on activities and performance.
- Ensure the CRM is used to accurately record communication with contacts and track all income.
- Collaborate with internal stakeholders to utilise communications, marketing, digital tools, and social media to increase the visibility and relevance of Epilepsy Ireland to corporate and trust and foundation audiences.
- Develop reports and impact stories for diverse audiences.

## **General duties:**

- Demonstrate a commitment to the work of Epilepsy Ireland and carry out the work of the organisation in an efficient and effective manner.
- Uphold the reputation of the organisation and represent Epilepsy Ireland in a professional manner.
- Collaborate with colleagues and contribute to the overall strategic development of the organisation.
- Participate in Epilepsy Ireland's performance management system, take ownership of professional development, and engage in regular supervision and appraisal.
- Participate in relevant training and development courses as agreed with your manager.
- Ensure all activity complies with Epilepsy Ireland's policies and procedures, the Fundraising Codes of Good Practice, legislation governing charity activity, and the GDPR. Ensuring compliance with cash handling, banking, gift acknowledgment, and receipting policies.
- Ensure confidentiality on all matters and information obtained during the course of employment.
- Be vigilant to any health, safety and welfare risks in the workplace.
- Undertake any other duties as might be reasonably assigned from time to time.

This job description is not exhaustive and may be subject to change in consultation with the post holder.

## **Person Specification:**

The successful candidate will be a natural and engaging communicator with an understanding of strategic business development and supporter cultivation. This is an ideal opportunity for a driven, creative individual looking to play a key role in developing and implementing key fundraising strategies that will secure the financial future of Epilepsy Ireland.

## **Experience and Qualifications:**

### ***Essential***

- 1-2 years' experience in fundraising, B2B sales, or account management.
- A 3rd level qualification in a relevant discipline.

### ***Desirable***

- Experience in corporate fundraising, grant applications, and impact reporting.
- Experience preparing and delivering presentations/pitches.
- A professional fundraising qualification.
- Experience in events and campaigns fundraising.
- Experience working with/managing volunteers.

## Skills and Attributes:

### ***Essential***

- Proven networking, relationship building, and prospect cultivation skills.
- Excellent interpersonal, presentation, and sales skills.
- Excellent verbal and written communication skills.
- Ability to work well in a team and on own initiative.
- Ability to work to targets and deadlines.
- An ability to demonstrate versatility and work in a multi-disciplinary environment.
- Flexibility, enthusiasm, and motivation to succeed.
- Strong IT skills and experience, especially working with MS Office suite including Word, Excel, Power Point, and Teams.
- Access to reliable transportation.

### ***Desirable***

- An interest in and understanding of the not-for-profit sector as well as fundraising principles.
- Research and prospecting skills.
- Experience with Canva or other design tools.
- Knowledge of epilepsy and the Irish healthcare environment.

## Terms of Employment

- Salary: €40,000-€45,000 per annum depending on experience.
- Full-time, 35-hour week.
- Some evening and weekend working as well as travel within Ireland will be required from time to time for which time off in lieu (TOIL) is given.
- 22 days annual leave with company days on Good Friday as well as Christmas Eve when it falls on a weekday.
- While this role is based at Epilepsy Ireland's Head Office in Dublin, this is a hybrid role with a high level of flexibility.
- 6-month probationary period.
- The role will be subject to Garda vetting in line with HSE guidelines.

### **Region**

Dublin 12 / Hybrid

### **Date Entered/Updated**

9th Jun, 2025

### **Expiry Date**

23rd Jun, 2025

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