

Irish Hospice Foundation: Fundraising Manager **(<https://www.activelink.ie/node/116317>)**



Fundraising Manager

Who We Are

Irish Hospice Foundation (IHF) is a national charity that addresses dying, death and bereavement in Ireland. Our vision is an Ireland where people facing end of life or bereavement, and those who care for them, are provided with the care and support that they need.

Through advocacy and education, and the provision of services such as Nurses for Night Care and the Bereavement Support Line and our national programmes such as Hospice Friendly Hospitals, Dying Well at Home and Caru – Supporting Care & Compassion at End of Life in Nursing Homes, Adult Bereavement Programme and Irish Childhood Bereavement Network, IHF works to ensure that every person in Ireland can die and grieve well, whatever their age and wherever the place.

About the Role

Job Purpose: To maintain and strive to increase Irish Hospice Foundation (IHF) fundraising across a range of key income streams and to manage and support direct reports within the fundraising team.

Salary: €55,467 - €65,255 depending on experience.

Contract Type: Permanent Full Time (37 hours a week)

Job Location: Our offices are based on Nassau St., Dublin 2. We have a hybrid work model in place (a minimum requirement of 2 days a week in the office).

Reporting to: Director of Fundraising

Responsibilities:

- Input to development of IHF fundraising strategy and agree annual plans and budget with Director of Fundraising, identifying opportunities for growth and innovation and adopting a solution-focused approach for challenges.
- Develop, implement and manage detailed annual plans for your team to drive and sustain revenue for key income streams, including community and events, digital fundraising, corporate giving, philanthropic grants and retail.
- Manage an annual budget for your team, providing guidance and support to enable direct reports to achieve targets and KPIs within budget.
- Provide effective management to support, motivate and empower direct line reports, encouraging opportunities for continual learning and development.
- Relationship management of key corporate, philanthropic and event partners.
- Identify potential new funders / partners and pitch for support as required.
- Oversee management of key IHF events, maintaining strong, positive working relationships with key staff and volunteers on coordinating committees.
- Liaise closely with Director of Fundraising and Individual Giving Manager to provide cohesive leadership and maintain excellent working relationships across the fundraising team.
- Collaborate effectively with IHF Communications and Marketing Team to ensure appropriate PR and promotion plans are in place to maximise revenue and recruitment for planned fundraising events, campaigns and activities.

- Engage and motivate the broader IHF Team to appropriately support successful fundraising outcomes and achieve targets.
- Produce regular reports and updates for the Director of Fundraising, including income and expenditure reporting and analysis, to share with fundraising team, SMT, IHF Board and Committees.

Any other tasks as may be assigned by the manager or designated person.

Qualifications and Experience

IHF is open to applications from candidates who have experience in most but not all of the following areas. The successful candidate will be supported through their induction to increase their knowledge and ability to deliver on the responsibilities outlined here. Further training and ongoing support will be available.

Essential:

- Professional fundraising experience of working for charity/not for profit (ideally minimum of 5 years)
- Proven track record of fundraising and delivering on targets, ideally through events, digital fundraising, corporate and philanthropic giving, and/or grant applications.

Desirable:

- Educated to degree level/equivalent or having a relevant qualification.
- Experience in relationship management, event management, proposal development and/or digital fundraising campaign management.
- Management experience, particularly in leading and supporting high-performing fundraising/sales/marketing teams to deliver on income targets.
- Commercial acumen and ability to identify business development opportunities.
- An understanding of the Irish fundraising environment and potential opportunities and threats for Irish Hospice Foundation fundraising.
- Knowledge of fundraising governance and best practice guidelines.
- Strong leadership, communications, team working and influencing skills.
- Proven ability to work successfully, effectively within a small, dynamic team.

The above Job Specification is not intended to be a comprehensive list of all duties involved, and, consequently, the post holder may be required to perform other duties as appropriate to the post that may be assigned to them from time to time and to contribute to the development of the post while in office.

Benefits Include

Pension

As a member you will be required to make a pension contribution of 5% on your gross annual salary. IHF will contribute 10% on your behalf to a company contributory pension scheme.

Death in Service

4 times annual salary

Income Protection

75% of salary and cover pension contributions

Annual Leave

23 days per year (increased with service)

Additional Leave Days

Closure of the office on Good Friday, half day Christmas Eve and time between Christmas and New Year

Sick Pay

Up to 6 months certified sick leave

Hybrid Work Arrangement

2 days working from the office

Maternity Leave

26 weeks fully paid maternity leave (less social welfare benefits)

Adoptive Leave

24 weeks fully paid adoptive leave (less social welfare benefits)

Paternity Leave

2 weeks fully paid paternity leave (less social welfare benefits)

Sabbatical Leave

Opportunity to take Sabbatical leave after 5 years of service

Opportunities for training and workplace development**Flexible work options****Access to our Employee Assistance Programme****Travel (bike-to-work schemes/tax saver commuter tickets)**

Application Procedure

Closing date for applications is **3rd July 2025**

Applicants should submit a CV (max. 2 pages), detailing relevant experience, along with a covering letter outlining the reasons they believe they are suitable for this role.

- Applicants will be short-listed based on information supplied.
- Late or incomplete applications will not be accepted.
- Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, IHF may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates must be legally entitled to work in Ireland at the time of application.

If you require accommodations to be made during the recruitment process, or have questions relating to accessibility, please contact us.

Job link: [/irish-hospice-foundation/jobs/32364/fundraising-manager-dublin](https://www.ireish-hospice-foundation.org/jobs/32364/fundraising-manager-dublin) (<https://login.hirelocker.com/irish-hospice-foundation/jobs/32364/fundraising-manager-dublin>)

Region

Dublin 2 / Hybrid

Date Entered/Updated

20th Jun, 2025

Expiry Date

3rd Jul, 2025

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