

Trócaire: Philanthropy Officer

(<https://www.activelink.ie/node/116398>)



Philanthropy Officer

About Trócaire

Trócaire is an International NGO. We work with local partners in the world's most at-risk communities and with people in Ireland to tackle the underlying causes of poverty and injustice and respond to the crises they create. Together we bring about positive and lasting change for a just world. Trócaire works in up to 20 countries across Africa, Asia, Latin America and the Middle East. We work towards five goals:

- Defend Human Rights and Promote Access to Justice;
- Achieve Climate & Environmental Justice;
- Ensure Women & Girls' Protection, Voice & Influence;
- Save Lives and Protect Human Dignity and
- Mobilise the Public on the island of Ireland to achieve Global Justice.

Our work is rooted in Catholic Social Teaching and in our values of Solidarity, Courage, Participation, Perseverance and Accountability.

The Fundraising and Marketing function within the Ireland Division in Trócaire is responsible for raising income from the public in Ireland, increasing awareness and understanding of Trócaire and engaging donors and potential supporters in our work.

The Philanthropy unit is responsible for the stewardship of existing Major donors to Trócaire and growing new donor recruitment at Major donor level from individuals, corporates and religious orders

Reporting to the Philanthropy Manager and working within this small collaborative team, the Philanthropy Officer will drive income, developing relationships with existing and potential Major Donors through research, events, proposals, direct marketing and provide excellent stewardship of all donors. We are seeking a highly motivated and experienced individual in the area of Major gift fundraising.

See full job description (<https://trocaire.app.box.com/s/op8p5u3zt9j56vob4lnlxaag6rywjk>)

Key responsibilities

- Pro- actively identify and develop new potential fundraising opportunities through individuals, corporate partnerships and foundations throughout island of Ireland.
- Responsible to drive own portfolio of donors through active networking
- Provide and manage exceptional stewardship to existing major donors, ensuring timely and personalised acknowledgment, recognition, and reporting on the impact of their contributions.
- Manage CRM systems to ensure accurate records of donor interaction
- Undertake and support prospect research and data analysis in order to engage prospective major donors, corporate partnerships and foundations
- Working with overseas colleagues, develop high quality funding proposals, applications and reports for submission to prospects and donors.
- Manage direct marketing campaigns and help create impactful asks working with external agencies
- Take a proactive approach to networking and cultivating new prospects through external outreach opportunities.
- Work with team to deliver the events programme.
- Manage certain internal processes as required such as donor advised funds and invoicing.

Requirements

Essential Requirements - Skills

- Excellent relationship building and interpersonal skills, including the ability to influence, build and maintain relationships
- Proven strong report writing and presentation skills
- Experienced CRM (Customer relationship management) systems user, preferably salesforce
- Attention to detail & accuracy essential.
- Strong internal reporting, IT , process management and analytical skills
- Highly motivated, target driven individual with proven ability to work on own initiative
- Confident networker

Qualifications

- Third level or proven relevant experience in lieu

Experience

- A minimum of 3 years proven and relevant experience in relationship fundraising or similar
- Experience in office systems
- Marketing/sales experience preferable

Qualities

- Enthusiastic about overseas development and a keen interest in the mission of Trócaire
- Energy and drive
- Appetite for fundraising
- Appetite for networking and identifying opportunities
- Flexibility (some rare occasions of evening work relating to events may be required)

Other

- Full Driving licence and use of car.

Benefits

This is a permanent contract and is based in Maynooth with blended work from home/ office. The role will be offered on either full time basis. An application can be made for hybrid working.

For the candidate with the required experience and passion for the role, Trócaire offers a competitive salary and benefits package

Closing date for applications is Monday 7th July 2025

Safeguarding Programme Participants-Children & Adults

Trócaire is committed to safeguarding people within our programmes from exploitation and abuse and has specific policies on this commitment (including a Global Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. More information on Trócaire's safeguarding policies available [here](#).

Diversity and inclusion

We welcome diverse applicants to join our inclusive workforce.

Trócaire is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds to bring their experiences and perspectives to Trócaire.

See our Diversity and Inclusion statement [here](https://www.trocaire.org/join-us/careers/) (https://www.trocaire.org/join-us/careers/).

[Apply Here \(https://apply.workable.com/trocaire/j/3462CF3DB2/\)](https://apply.workable.com/trocaire/j/3462CF3DB2/)

Trócaire collects and processes personal data in accordance with applicable data protection laws. If you are a European Job Applicant see the [privacy notice](https://apply.workable.com/trocaire/gdpr_policy?lng=en) (https://apply.workable.com/trocaire/gdpr_policy?lng=en) for further details.

Region

Maynooth, Co Kildare / Hybrid

Date Entered/Updated

24th Jun, 2025

Expiry Date

7th Jul, 2025

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