

Job Title:	Community Fundraising Coordinator	Job Holder:	Vacant
Reports To:	Head of Fundraising	Location:	SVP National Office, Dublin 1
Region:	National	Date of Job Description:	August 2019

1. PURPOSE OF THE JOB

- Support SVP Regions and Conferences with national fundraising activities with primary responsibility for the implementation of the national CHY charity tax back programme for the Society.
- Additional responsibilities include supporting regions with national fundraising activities in readiness for the Annual Appeal and other national fundraising initiatives.
- Supporting individual and corporate volunteers and assisting in the general administration duties relating to the national fundraising department.

2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 800 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing and hostels, community care, shops, administration and other specialist areas.

The SVP Fundraising team are based in SVP's Head Office in Dublin and work as part of the National SVP team. The SVP Fundraising team have won several awards including Gold at the An Post Smart Marketing Award 2018 and two silver awards at the AdFx Awards 2018. The fundraising team works to a very diverse and challenging strategy that includes multiple income generating activities across a wide range of fundraising platforms.

The Society is Christian based with a strong sense of Gospel values. The founder of the Society, Blessed Frederic Ozanam, was a devout Catholic and his legacy of spirituality remains a key element for volunteer members of the Society and underpins the conduct of Conference meetings. It can often therefore be normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at meetings where members are in attendance as this underpins the ethos of the Society. There is no requirement for staff members to actively participate in the saying of prayers but to respect the ethos of the Society and be aware that this practice may occur.

3. GUIDANCE AND AUTHORITY

The job holder will report into the Head of Fundraising.

The nature of matters referred upwards are those:

- Where practice or proposed practice places stakeholders in a position of risk e.g. a child, a vulnerable adult, members, volunteers, the reputation of the Society.
- Where decision will have a significant impact on the workload of others.
- Non-compliance of an agreed policy or procedure
- Action likely to adversely affect the Society

4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
1. Management and implementation of the CHY charity tax reclaim strategy for the Society	<ul style="list-style-type: none">• In conjunction with the Head of Fundraising, review and develop the CHY development strategy for the Society to maximise participation and income from the programme.• Provide information sessions, advice and support where necessary around the regions to maximise participation in the programme.• To continually review developments and opportunities in the CHY programme and develop plans and materials to communicate or capitalize on same.• Coordinate regional queries and claims.• Be responsible for all CHY programme administration.• To report on CHY growth on an annual basis.
2. To provide support to Regions regarding national fundraising initiatives	<ul style="list-style-type: none">• Provide support to regions with regard to their national fundraising needs: to include liaising with regions on nationwide fundraising initiatives such as Annual Appeal, Tap to Donate, corporate partnerships etc.• Make recommendations to the Head of Fundraising regarding new initiatives to increase income and establish new fundraising opportunities.• Ensure regions have the materials and

	<p>information they need for participation.</p> <ul style="list-style-type: none"> • Report on revenue earned, participation rates and any other reporting that may be required.
3. To support individual and corporate fundraisers	<ul style="list-style-type: none"> • Support the fundraising needs of individuals and corporates wishing to fundraise and volunteer for SVP. Including timely communications, providing materials, coordinating volunteering opportunities, following up and reporting.
4. Assist with the Annual Appeal	<ul style="list-style-type: none"> • Work with the Head of Fundraising on developing and implementing the Annual Appeal campaign including TV, radio, digital, press and direct mail.
5. Assist in general administration and activities within the department	<ul style="list-style-type: none"> • As directed by Head of Fundraising, such as participating in donor care as needed, CRM maintenance, reporting etc.
6. Keep up to date with guidelines and regulations that affect the fundraising function within SVP	<ul style="list-style-type: none"> • Addressing any areas of concern in conjunction with line management and or the appropriate department or function.

5. CHALLENGES

- There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy within the Society.
- Acceptance of the dynamics of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.

6. OTHER INFORMATION

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer.

The job holder will be required to coordinate and attend information sessions or meetings in locations around Ireland. This will require some weekend and evening work.

The post holder will be expected to use their initiative and be highly motivated.

7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL

EDUCATION

- Educated to degree level in a marketing, communications or business area is essential

KNOWLEDGE

- Knowledge of the Society and of its mission and values
- Knowledge of needs and issues of the poor and disadvantaged

EXPERIENCE

- A minimum of 3 years of experience is required within the fundraising sector in a similar position
- Experience of coordinating/ administering the CHY process would be an advantage
- Experience of providing support to fundraising initiatives would be an advantage
- Experience of providing support to community fundraising activities would be an advantage

SKILLS

- Flexibility, innovation and initiative
- Strong organisational and administrative skills
- Strong communication skills; verbal, written and face to face
- Excellent database knowledge
- Good knowledge of marketing techniques
- The ability to juggle a wide range of activities and prioritise own workload to meet deadlines
- Excellent computer skills working with Word, Excel, Powerpoint is essential
- Ability to manage and motivate others to reach targets and goals

The person must also demonstrate the following personal attributes:

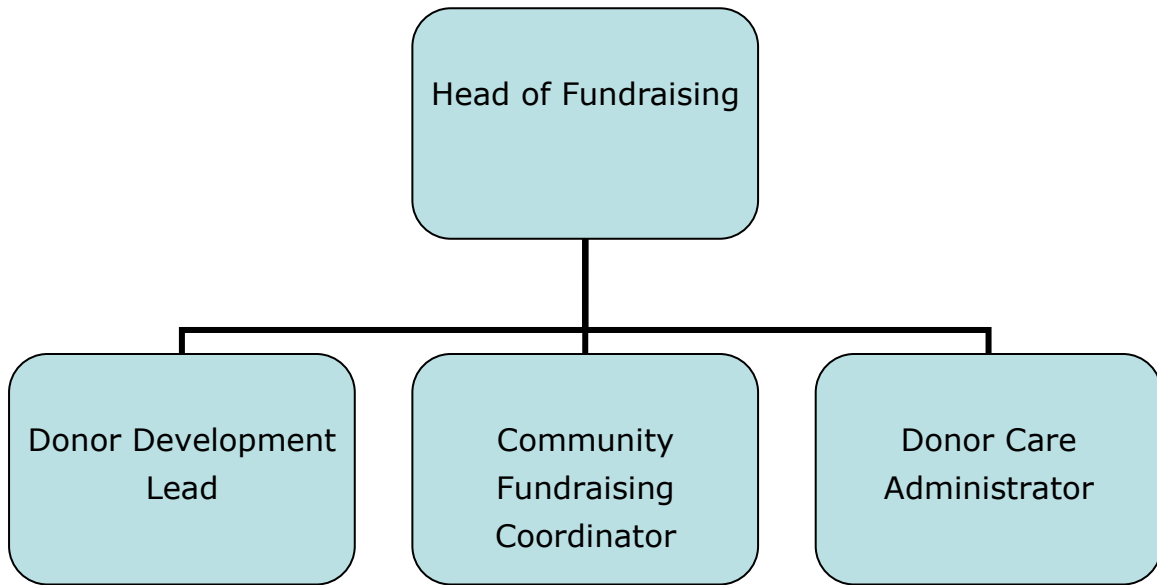
- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

A full, clean drivers' licence and own car would be an advantage.

8. MAIN TERMS AND CONDITIONS

Contract Type:	Permanent Contract
Hours:	37.5 hours per week
Pension:	5% employer contribution 5% employee contribution
Salary:	€35,000 - €37,000

9. STRUCTURE CHART



The information contained in this job description is a true and accurate reflection of the job as at the date specified.

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Job Holder

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Line Manager