



**Ronald McDonald
House Charities®
Ireland**

Keeping families close

Community Fundraiser

RMHC Ireland

Job Title: RMHC Community Fundraiser

Job Location: The Ronald McDonald House Charity, Crumlin, Dublin 12

Reports to: Head of Operations

Purpose of Position:

The RMHC Community Fundraiser will ensure that fundraising activity is planned, implemented and managed locally to deliver targets and increase income for RMHC Ireland. The suitable candidate will achieve this by coordinating fundraising activities and supporting & facilitating the development of fundraising volunteers.

Main Duties and Responsibilities:

Ensuring the delivery of local fundraising plans and activities:

- To contribute to and deliver against annual budgets, targets and plans.
 - To ensure that local fundraising events, activities and collections etc run effectively and are well planned, marketed and supported.
 - To attend local, regional and national fundraising activities and events.
 - To respond to enquiries from the public, volunteers, fundraisers etc (by phone, mail and in person) including responding to requests for information and material etc.
 - To give talks and presentations to local organisations i.e. schools, rotary clubs, local GAA etc to increase awareness of and support for RMHC Ireland.
 - To develop and execute a Corporate Partnership strategy that will target local companies, organisations and bodies with a view to becoming their preferred partner/charity.
 - To be in attendance at certain fundraising events and corporate information events.
- Working with volunteers and colleagues:
- To recruit, supervise and evaluate the work of fundraising volunteers.

Other:

- To work within RMHC policies, procedures and to adhere to legal frameworks.
- Receipting and acknowledging income in accordance with RMHC Ireland policies

- To undertake administrative duties as required.
- To act in the best interests of the RMHC Ireland, sharing our story and acting as an ambassador for RMHC Ireland in line with our vision and mission.
- To carry out any other duties that may be assigned from time to time.

Families:

Looking after Families is always our primary responsibility. Being sensitive to and aware of their circumstances is essential at all times.

The above statements are intended to describe the general nature and level of work required for this position. They are not intended to be an exhaustive list of all responsibilities and activities required. We ask that the person in this position is able to respond with a flexible approach when tasks arise which are not specifically covered in this job description.

PERSON SPECIFICATION:

This position requires a dynamic, self-motivated and target driven individual who is creative and has an understanding of the sensitivities of the environment.

Knowledge/Experience:

- Minimum of 3-5 years' experience in fundraising, displaying an ability to achieve set targets/goals.
- A third level qualification in a relevant discipline.
- A full driving licence and access to a car as this position requires some travel.
- Flexibility to travel as required.

Skills/Competencies:

- A creative and innovative thinker.
- Demonstrable ability to achieve set targets/goals.
- Strong Interpersonal and communication skills, demonstrable experience in building and managing key relationships and the ability to deal with a diverse range of people.
- Strong Organisational skills.
- Excellent IT skills.
- Excellent verbal and written communication skills.
- An understanding of budgets, finance and fundraising.
- The ability to negotiate and influence people.
- Excellent presentation skills.
- Direct marketing experience.
- Experience of marketing via Social Media.

Other Requirements:

- Good attention to detail and in particular accuracy in written work and data processing.
- Positive attitude particularly to learning new tasks and skills and being adaptable to change.
- The ability to work as part of a small team.
- Results focused.

To Apply: Please forward a CV and cover letter to Joe Kenny, Head of Operations.

The Ronald McDonald House, Our Lady's Hospital, Crumlin, Dublin D12 DY09 by mail or email.

joe.kenny@rmhc.ie | 01 4560435 | www.rmhc.ie

Application closing date: Friday 9th February 2018 (COB)