

Job Vacancy

Community and Events Fundraiser

Part time 3 days (21.75 hours) a week

Salary: Up to €27000 (€16,200 pro rata) depending on experience + 6% pension contribution

Location: Dublin

Benefits:

- 6% employer pension contribution
- 24.5 days annual leave pro rata plus statutory bank holidays
- Employee assistance programme in place with free access to confidential, professional legal and health advice
- Home working: where appropriate staff can split time between the office and home as agreed with their line manager
- Cycle to work scheme

Meningitis Research Foundation: We are a leading Irish, UK and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia. It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world.

The candidate: We are seeking an enthusiastic, outgoing candidate who is passionate about fundraising. You will be sociable and enjoy networking as the role will require relationship management as well as looking to develop new partnerships within higher education and the student market. The ideal candidate will be an excellent communicator who is proactive in encouraging fundraising activity of all kinds and contributes to the achievement of overall fundraising targets.

The application process: The closing date for completed applications by email is 9am 11th February 2019. Interviews will be held on 13th February 2019, please be prepared to attend on this date if shortlisted for interview. If you have any questions or would like to discuss the role further please contact Diane McConnell, Dianem@meningitis.org.

Following receipt of satisfactory references the successful candidate will be able to start work as soon as possible after receiving their offer of employment.

Please return application and equal opportunities forms via e-mail to laurah@meningitis.org. Please be advised that CVs alone will not be considered.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

About Meningitis Research Foundation

Meningitis Research Foundation is a leading Irish, UK and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure "no other family has to go through what we have".

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Over nearly 30 years we have played an instrumental role in helping to reduce death and disability from meningitis and septicaemia wherever it exists. To achieve this our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

With a drive to continue ongoing work in Ireland and the UK whilst growing our international presence significantly, we are about to embark on a new phase of development for the charity. We believe there has never been a more exciting time to join our 40 strong team at offices in Bristol, Edinburgh, Belfast and Dublin.

We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated professionals to grow. We reward with good working conditions, competitive salaries and terms and conditions, respect and equal opportunities

Job Description – Community & Events Fundraiser

Context

We currently have well-established community and student fundraising teams based in the UK (partnering with 20 universities nationwide). We are looking to replicate this success in Ireland, building new relationships and increasing fundraising income from local and national events, (including Dublin women's mini marathon, runs, parachute jumps and local events) as well as student overseas treks.

Purpose

Organise, recruit and resource our local and national fundraising events, student overseas treks and other student fundraising events in partnership with internal fundraising teams across the regions. Support, develop and inspire volunteers, community fundraisers, and key supporters. Utilise these networks to raise funds that enable MRF to achieve a world without meningitis and septicemia. Build lasting relationships and provide a first class service to MRF supporters.

Reports to

Regional Director

Responsibilities

Key tasks and fundraising activities

- Promote and recruit local and national fundraising events and activities both face to face and via the telephone, building strong relationships with our supporters to encourage fundraising activities
- Promote the MRF student programme to universities across the country, attending meetings and presenting to student groups across Ireland
- Develop and build relationships with university partners, providing account management and liaison with Challenge Leaders (key volunteers roles)
- Provide donor care and support for all event participants
- Maintain accurate records of supporter relationships and financial information relating to events
- Produce progress reports relating to fundraising
- Identify and implement ways of solving problems and exploiting new opportunities
- Assist team members with Irish funding applications

General, personal & developmental

- Support all colleagues and communicate your work and needs openly and effectively
- Establish efficient and effective working relationships and communication with internal and external stakeholders
- Take responsibility for own development and training needs, in consultation with line manager
- Keep abreast of the charity's work programmes, and of current developments in the field of meningitis and septicaemia
- Frequent travel in Ireland, some overnight stays
- To carry out other duties as reasonably required by Chief Executive, Regional Director and/or Board of Trustees

Person Specification

		Essential or Desirable
Training, Experience and Qualifications	Experience of working within a non-profit organisation	D
	Educated to degree level or equivalent	D
	Experience of working with rags or university societies	D
	Fundraising/sales and marketing experience	D
	Experience of charity challenges	D
Knowledge and Skills	Working knowledge of social media	E
	Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
	Excellent oral communication skills, strong networker and a confident, outgoing manner	E
	Good written communication skills	E
	A relaxed and confident manner both in a one-to-one and group settings	E
	IT competent. Particularly word processing, spreadsheets, and e-mail	E
	Self-motivated and able to work on own initiative	E
	Excellent attention to detail	E
	Sensitive and empathetic	E
	Numerate, able to understand and manage financial information	E
	Team player with an ability to build effective working relationships	E
General	Ability to work anti-social hours (evenings and weekends when required) and at a high level of intensity	E
	Enhanced Garda vetting will be required for this role in line with MRF's safeguarding procedures	E
	Full driving licence and access to car	E

Terms and Conditions - Essentials

Location

Your normal place of work will be 83 Amiens Street, Dublin 2, with occasional work elsewhere including the UK and potentially further afield depending on the post held.

Salary

€27000 (€16,200 pro rata) + 6% employers pension contribution. Paid in arrears on or around 25th of each month.

Hours of Work

21.75 hours (3 days) per week, flexibility on specific days with work pattern to be confirmed. Occasional unsociable hours.

Annual Leave

24.5 days + statutory & public holidays pro rata. The Charity's holiday year runs from 1st April to 31st March.