

**Job Title:** Fundraising Officer (fixed term 3 years, with option for renewal)

**Reporting to:** CEO

**Hours per week:** 80% FTE (28hrs per week, working arrangement negotiable with successful candidate)

**Salary:** €40,000 - €44,000 pro rata, dependent on experience

**Date Position Available From:** 1<sup>st</sup> June 2023

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### **Organisational Overview**

Team Hope is an Irish, Christian and child-focused international development organisation. Founded in 2010, we work in Africa and Eastern Europe to help children affected by poverty or marginalisation.

Team Hope's main programme areas, as outlined in its 2020-2025 Strategic Plan, are the Christmas Shoebox Appeal, Sustainable Development Projects and Development Education and Awareness. Working in 13 countries across Africa and Eastern Europe, we have a proven history of being able to reach communities facing poverty using our network of long-standing local partners. Read more about our work at [www.teamhope.ie](http://www.teamhope.ie)

Team Hope's strategic plan seeks to achieve the following four objectives: 1. To increase the number of children who receive Christmas Shoebox Gifts whilst improving the quality of boxes sent; 2. To improve the lives of 10,000 children by 2025 through empowering communities to deliver sustainable change; 3. To raise knowledge and awareness of issues associated with poverty or marginalisation and to encourage those living in Ireland to take action and; 4. To sustainably resource the work of Team Hope while providing transparency and accountability to stakeholders in Ireland and overseas.

### **Job Summary**

The Fundraising Officer role will seek to grow donations to Team Hope through helping to design and implement fundraising campaigns and through ensuring a high level of donor care. Working closely with Team Hope's Education and Digital Communications Coordinator, this role will develop successful fundraising initiatives to increase Team Hope's public fundraising with a particular focus on growing and maintaining regular giving. The Fundraising Officer will also support Team Hope's Christmas Shoebox Appeal (CSA), in particular working with the Christmas Shoebox Appeal Manager to facilitate corporate volunteering and donations through this appeal.

This role will be based in the Team Hope office with the opportunity to apply for hybrid working under Team Hope's remote working policy. Team Hope is also open to considering candidates based in other regions of Ireland. This role will involve some evening and weekend work along with occasional international travel.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform either now or in the future. Team Hope is an Equal Opportunities Employer.

### **Fundraising Officer Responsibilities:**

#### **Fundraising**

- Working with the Education and Digital Comms Coordinator, plan and implement successful fundraising campaigns

- Ensure donors remain well communicated to about Team Hope's work and receive acknowledgment of donations as well as regular reports and updates on what they have supported
- Develop a clear plan for the management of Team Hope's donors that facilitates increasing their involvement across all of Team Hope's work
- Manage Team Hope's regular givers through developing a specific donor care plan and working with the Education and Digital Comms Coordinator, run campaigns to generate new regular givers.
- Act as a point of liaison for high value donors and support the CEO and International Projects Manager in engaging with them
- Identify and develop strategies for accessing new funding streams (e.g. legacy giving)
- Manage Team Hope's online giving portals (Justgiving, Benevity, etc.)
- Ensure CHY forms are sent out to donors and up to date signed versions are retained on file
- Management of Team Hope's donor database
- Engage Team Hope volunteers and or/corporate volunteers in fundraising activities and support them in this
- Ensure Team Hope's Fundraising policy and Donor Charter are adhered to alongside best practice guidelines in the sector (e.g. *Charities Regulator Guidelines for Charitable Organisations on Fundraising from the Public*)

### **Christmas Shoebox Appeal**

- Working with the CEO, CSA Manager and Education and Digital Communications Coordinator, support Team Hope's Online Shoebox Appeal.
- Identify fundraising opportunities associated with the CSA and work with the CSA Mgr. to secure them
- Manage corporate volunteering within the CSA including acting as a focal point for communications with Corporate Social Responsibility (CSR) leads, recruiting corporate volunteers, working with the CSA Manager to manage corporate engagement across volunteer teams and seeking to maximise CSR giving through the CSA (including matching gifts funds)

### **Office**

- Manage Team Hope's organisational email, responding to supporters or queries as required.

### **Person specification: skills, experience and qualifications**

Team Hope is seeking a skilled and adaptable communicator with experience of running successful fundraising appeals. Able to motivate and engage people in achieving Team Hope's vision this individual should have good interpersonal skills and be capable of developing compelling communications across various platforms. The successful candidate should also have excellent attention to detail, prior experience of database management and a good knowledge of fundraising best practice.

#### **Essential**

- Demonstrable identification and alignment with Team Hope's Christian ethos and Values (see [www.teamhope.ie/about](http://www.teamhope.ie/about) ).
- Third Level Qualification or equivalent professional experience
- 2 years' experience working in a similar role involving fundraising and/or communications
- Previous experience of delivering successful fundraising appeals, ideally implemented across a variety of mediums
- Previous experience of building and maintaining a donor base through effective communications and donor care.
- Understanding and knowledge of effective fundraising practice including digital fundraising, individual giving, regular giving, community fundraising and corporate social responsibility fundraising
- Understanding and knowledge of regulations and best practice guidelines (e.g. for fundraising)
- Experience of managing and developing creative materials (print, digital, video etc)
- Strong written and verbal communication skills with ability to persuade and negotiate with various groups, and inspire support from new and existing donors, including the ability to effectively adapt communications for different audiences
- Excellent inter-personal skills with ability to build strong relationships across internal and external stakeholders.
- Good basic financial skills and experience of identifying tracking and managing incoming funds
- Experience of managing supporter databases and analysing data to inform planning
- Excellent organisational and office skills.

#### **Desirable**

- Knowledge of the international development sector
- Experience of fundraising from corporate bodies or engaging with CSR leads
- Experience of online donation platforms such as JustGiving, Benevity or others
- Experience of working with Salesforce CRM
- full driving licence

**Application details**

To apply for the position of **Fundraising Officer** please send the following documents by email to Peter Heaney, CEO ([pheaney@teamhope.ie](mailto:pheaney@teamhope.ie)):

1. Cover letter, outlining how your experience, skills and abilities (using specific examples) meet the essential criteria for the post and as many of the desirable criteria that are applicable to. Please also provide information on your reason for applying.
2. Full CV and contact information.
3. Contact details of 2 referees who know you in a professional capacity. One referee should be your current employer but they will not be contacted without your permission prior to any offer.

**Closing date for applications: midnight on 17<sup>th</sup> May 2023**

**Interview dates: First round interviews 25<sup>th</sup> May 2023; Second round interviews TBD**

**Notes:**

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

By applying for this role you are providing consent for Team Hope to use and keep information provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to the application or future employment. Information provided will be used to make a decision regarding suitability for this position and if successful the information will be used to form personnel records and will be retained for the duration of your employment. If you are not successful Team Hope will destroy your personal information gathered during this process.