

AsIAm: Head of External Affairs & Fundraising **(<https://www.activelink.ie/node/109423>)**



Head of External Affairs & Fundraising

The Organisation:

AsIAm is Ireland's National Autism Charity based in Blackrock, Co. Dublin. AsIAm is a fast paced, growing organisation with a vision to create a society where every autistic person is accepted "as they are" – equal, valued, and respected. The organisation's purpose is to advocate for an inclusive society for autistic people that is accessible, accepted and affirming. AsIAm works to support the Autistic community and our families to fully engage in Irish life and build the capacity of society to facilitate true inclusion.

The Role:

As a member of the Senior Management Team, the Head of External Affairs and Fundraising will play a pivotal role in delivering AsIAm's fundraising, marketing and external engagement strategy in line with the organisation's overall strategic plan. The role holder will be responsible for developing key relationships with major donors, developing new business, and building corporate relationships.

The successful candidate will report directly to the Director of Operations.

The ideal candidate will be an experienced professional with experience in Fundraising, Marketing, Communications and online and digital marketing.

Consideration will be given to applicants who have experience in a senior sales, marketing, advocacy or CSR role in the private or public sector.

We particularly welcome applications from within the autism community.

Key Responsibilities:

Senior Management Team:

- Actively participate as a member of the senior management team and contribute to the development and implementation of plans and decisions by the CEO and Board with a particular focus on fundraising and external affairs

Leadership:

- Lead the development of a new team within the organisation including providing line management support to the current Marketing, Brand & Communications Manager and the Fundraising Manager

External Affairs

- Devise and deliver a public awareness and media relations strategy for the organisation approved by the CEO
- In collaboration with the CEO and Director of Operations promote AsIAm through proactive media and external affairs strategies

- Develop and build strong, positive relationships with media personal and groups
- Provide support and expertise on the creation of communication campaigns and promotional materials
- Strengthen and expand AsIAm's online resources including the AsIAm website, social media channels, digital publications and resources
- Support the CEO and AsIAm Policy Team on relevant public affairs strategies and communications
- Avail of every opportunity to champion inclusion and diversity both internally and externally

Fundraising:

- Work with the CEO and Director of Operations on the development and implementation of the organisation's fundraising strategy
- Set, monitor and deliver annual income and expenditure targets in line with the organisation's fundraising plan
- Oversee the day to day fundraising operations comprising events, campaigns, donor and digital fundraising, funding proposals/grants, pitches, fundraising appeals and philanthropic funding
- Work with the CEO to build relationships with potential donors, charitable foundations and other funders
- Attend networking events and represent the organisation as required
- Monitor and utilise the fundraising data base to support trend analysis, communications, and promotions
- Report financial progress at management meetings / board meetings as required

Governance / Compliance

- Identify potential fundraising / reputational risks and monitor / mitigate through a risk management process
- Ensure fundraising activity complies with legal and regulatory standards

Other:

- Undertake other such duties as may be required to advance the work of the organisation

Key Requirements:

Essential:

- Minimum 3 years' experience in a similar senior role covering Fundraising and External Affairs
- Demonstrated experience of managing, planning, and delivering on financial targets and budgets
- Exceptional interpersonal skills with a proved ability to build relationships with both internal and external stakeholders
- Excellent leadership / people management skills
- Outstanding written, oral and electronic communication skills
- Skilled in the effective use of social media and digital communication platforms
- Excellent presentation skills
- Experience in corporate / community engagement
- Ability to analyse the effectiveness of fundraising / communication initiatives and lead on making improvements
- Ability to communicate with a diverse range of people

Desirable

- Knowledge of Autism, neurodiversity and disability

Contract Duration

This is a permanent role.

Salary & Benefits

AsIAm will offer salary and benefits commensurate with AsIAm pay scale and experience.

Location / Working Hours

The role is Monday to Friday, 9:00 am to 5:00 pm. However, given the nature of the role, the role holder is required to have a degree of flexibility with regard to working hours as the role will require some evening and weekend work.

Your next step.....

Interested applicants should submit a CV and cover letter to Jacqui O'Grady, HR Consultant, at ajogradyhr@gmail.com (<mailto:jogradyhr@gmail.com>). You can contact Jacqui at **087 2264981** (Tel:0872264981) with any queries.

Closing Date: The closing date for receipt of applications is **Wednesday, 24 July 2024**

Note: All candidates must be willing to undergo Garda Vetting should they be successful.

AsIAm actively supports inclusion in the workplace and will endeavour to provide reasonable accommodations as requested by candidates throughout the interview process for this position.

AsIAm is an equal opportunities employer which reserves the right to practice positive discrimination as set out by the Employment Equality Act, 1998.

Region

Blackrock, Co Dublin

Date Entered/Updated

9th Jul, 2024

Expiry Date

24th Jul, 2024

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