

Purple House Cancer Support Centre: Fundraising Coordinator **(<https://www.activelink.ie/node/109605>)**



Fundraising Coordinator

at Purple House Cancer Support Centre

We are seeking a passionate and enthusiastic Fundraising Coordinator to join our organization that provides support to families affected by cancer, including a focus on helping Children (our future generation) cope with their own, or a family Members diagnosis's using various ways including supportive programmes & therapies, peer support and open communication to support them through this difficult time.

The ideal candidate must be passionate about raising funds to improve the quality of life of families affected by cancer and you must be a forward-thinking individual who can motivate people with your energy and passion for the role where you will be responsible for Identifying, Planning and Executing fundraising events and initiatives to raise funds for the organisation.

Ideally you will have 2 years' experience in a similar fundraising, marketing, business or communications role.

Educated to degree level in a relevant field, such as marketing, communications or business. Although not essential it is preferred that you have experience in Fundraising in the charity sector.

Purple House Cancer Support Centre is to the forefront in providing a range of professional support services to people of all ages affected by Cancer in Ireland.

Founded in 1990, our aim is to help rebuild the lives of families affected by Cancer. Purple House is at the heart of the community.

Role & Responsibilities:

- Building effective relationships with current individual donors through delivering excellent stewardship and fundraising initiatives.
- Deliver on monthly, quarterly and annual income targets for your portfolio
- Plan and deliver the Individual giving strategy to ensure that all opportunities to raise unrestricted and restricted funds from individual donors and community-based events are maximised
- Implement systems for planning, monitoring and feedback that enhance and support the role
- Plan and implement a supporter engagement plan to deepen relationships with Purple House
- Prepare internal and external reports including financial reporting, project monitoring, donor reports and board reports.
- Liaise with various Departments to identify budgeted activities that can be packaged as projects to fit donor opportunities
- Effectively engage with donors, secure buy-in and grow income from a range of sources
- Nurture and maintain good relationships with existing and prospective donors through good communication and monitoring methods
- Create digital and hard copy materials to support project monitoring by donors and to keep them up to date on Purple House's work
- Maintain accurate database files relating to the role, develop dashboards and reports and upload all supporter data in a timely manner
- Ensure all funds received are recorded on Salesforce and that Thank You letters are issued in a timely manner
- Manage Communications on behalf of Purple House including and not limited to: Monthly Ezine, Press Releases, Social Media Management, Website content
- Visit Schools, Clubs and organisations to give talks and presentations on the work of Purple House when required
- Develop network and working relationships with related organisations with a view to maximising the Organisations profile, influence, and resources
- Effectively represent and promote the Organisation and its interests to potential funders, volunteering sources, not-for-

- profit organisations and Government to ensure viability of the Organisation
- Processing and dispatching orders from our online shop

Administrative Duties

- Log and update all donor related activities & donations on the Purple House Internal Salesforce System
- Management of Garda Permits and Public Liability Insurance for specific events.
- Create marketing materials for upcoming events
- To recruit and work with Fundraising Volunteers
- Issuing of donor thank you letters and emails

Social Media

- To update all our social media pages with upcoming events
- To check our social media channels regularly for people fundraising on our behalf and to thank them

Events

- To work and recruit with fundraising volunteers
- To respond to enquiries from the public
- Co-ordinating with venue
- Promoting events through social media, at the Centre, Newspapers, radio etc.
- To make sure all events are run within targets, plans and budgets

Skills & Experience required:

Essential Criteria:

- Minimum 2 years' experience in a similar fundraising, marketing, business or communications role
Educated to degree level in a relevant field, such as marketing, communications or business. Equivalent business experience will be considered
- Proven professional communication skills, Presentation & Public Speaking skills, with excellent attention to detail
- Excellent planning, organizational and project management skills with the ability to prioritise and meet deadlines
- Experience working with databases and supporter journeys
- Knowledge of social media and digital marketing, including google analytics
Event management skills and experience
Full, clean driving licence & access to own car
Knowledge of the Irish fundraising landscape and the not-for-profit sector.
- An understanding of the issues surrounding a cancer diagnosis or other chronic illness would be an asset

Desirable Criteria:

- Fundraising Certificate or formal training desirable
- Experience in an event management role highly desirable.
- Knowledge of Salesforce CRM & Tableau desirable.
- Knowledge of Data protection regulations and guidelines

Employee Benefits:

- Occupational pension scheme (Upon completion of probation period)
- 21 Days Annual Leave

At Purple House we have a duty of care to all our Staff, Therapists and Volunteers to provide staff support and supervision on an ongoing basis to help you deal effectively with the emotional impact of your Role in a Community Cancer Support Centre.

The services that are available to our teams include the following:

- Weekly Relaxation Classes for Staff
- Physical Activity such as Walking groups and Yoga.
- One to One Counselling Support to cope with your work involving Clients and to prevent emotional fatigue
- Annual team building days
- LIFT Leadership Programme
- Car parking

To apply:

CV's should be submitted by email to The Chairperson, Purple House Cancer Support on info@purplehouse.ie (<mailto:info@purplehouse.ie>) by close of business Wednesday 31st July 2024.

Please use reference code: Purple House Fundraising Coordinator in the subject line.

Region

Co Wicklow

Date Entered/Updated

17th Jul, 2024

Expiry Date

31st Jul, 2024

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