

Muscular Dystrophy Ireland: Fundraising Officer **(<https://www.activelink.ie/node/110074>)**



Fundraising Officer

12-month Contract

Hybrid Approach

About MDI:

Muscular Dystrophy Ireland (MDI) is a voluntary organisation that provides support to people with neuromuscular conditions and their families. Muscular Dystrophy Ireland envisages an Ireland that enables people with neuromuscular conditions to fully participate in society and reach their full potential.

Our Mission: Our mission is to support people with Muscular Dystrophy. We do this, using a member-centred approach, by:

- Providing information and support to people with neuromuscular conditions and their families through a range of support services.
- Advocating for services and entitlements for members, educating and informing society about the conditions.
- Supporting researchers and clinicians to carry out quality research into neuromuscular conditions.

About Muscular Dystrophy:

Muscular Dystrophy is a collective name for a range of neuromuscular conditions. It is characterised as a progressive weakening, wasting and loss of *muscle* mass over time. It can present at birth, childhood or manifest later in life.

MDI is an equal opportunities employer and inclusive employer

Position Details

Job Title: Fundraising Officer

Contract Type: 12-month contract

Locations: Hybrid Approach with a minimum of 2 days per week at MDI National Office, 75 Lucan Road, Chapelizod, Dublin 20

Salary: €27,145 pro rata

Hours: 8-hour day, 40 hours per week, one hour paid break. Some evening and weekend work may be required during fundraising events or campaigns.

Reports to: MDI Fundraising Support / CEO

Role Description

As a Fundraising Officer, you will play a crucial role in supporting our organisation's fundraising strategies. This position offers an opportunity for individuals interested in gaining practical experience in fundraising while contributing to the overall mission of MDI. You will work closely with the Fundraising Support and CEO to execute various tasks aimed at increasing donor engagement, raising funds and awareness of MDI, and promoting our services and initiatives.

Key Responsibilities:

- Assisting with general administrative work relating to fundraising events and campaigns, ensuring participants and donors have everything they need.
- Maintain donor databases and ensure the accuracy of donor information.
- Maintain organised files and documentation related to fundraising activities.
- Assist in drafting fundraising materials and communications including website content and social media posts relating to fundraising events and campaigns.
- Conduct research and support the development of fundraising opportunities and strategies for MDI.
- Represent MDI at fundraising events and cheque presentations.

General Responsibilities:

- Participate in internal supervision with the line management.
- Attend team meetings and staff training as required.
- Any other duties that may be required by the organisation to full fill the needs of the post.

Person Specification

1.1 Essential Requirements/Skills

- 2 years' experience in busy office setting
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and familiarity with social media platforms
- Excellent organisation and time management skills
- Proven ability to work on own initiative and as part of a team
- Excellent communication and interpersonal skills
- Empathy
- Attention to detail
- Full, clean drivers' licence is essential

1.2 Desirable Requirements:

- Experience of working with people with disabilities
- Experience working in a community / voluntary organisation
- Experience in event planning or communications

1.3 Key Behaviours:

- Organised and focused
- Empathy and personable
- Determination and flexibility
- Commitment to the aims and goals of Muscular Dystrophy Ireland.

1.4 Special Conditions

- 21 days annual leave (pro rata)
- Parking available on office days
- This post is subject to Garda Clearance and a two-day induction period.

Please email your CV and Cover Letter to: foundation@mdi.ie (mailto:foundation@mdi.ie)

The closing date is **30th August 2024**.

Shortlisting will be applied; phone interview screening may be applied, and interviews will be held in early September.

Region

Hybrid / Dublin 20

Date Entered/Updated

6th Aug, 2024

Expiry Date

30th Aug, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110074-muscular-dystrophy-ireland-fundraising-officer>