

Merchant's Quay Ireland: Corporate & Major Giving Fundraising Coordinator (<https://www.activelink.ie/node/111721>)



Job Title: Corporate & Major Giving Fundraising Coordinator

Department: Fundraising & Communications

Reports to: Deputy Head of Fundraising & Communications

Purpose of Job:

MQI are seeking an experienced fundraiser to join our small, successful, and growing fundraising team. The Corporate Fundraising Coordinator will work closely with the Deputy Head of Fundraising & Communications to develop and deliver a Corporate and Major Giving Fundraising Programme for the organisation. This is an exciting, key position in the Fundraising & Communications team, and fantastic opportunity to play a pivotal role in improving the lives of men and women who are homeless and in active addiction.

Person Specification:

This role requires a strategic focus, excellent relationship management skills, and proven project and event management skills. The successful candidate will have a strong track record of meeting targets through foundations, trusts, high net worth individuals and corporate income streams. They will have an in-depth understanding of grants and foundations and corporate fundraising, with the ability to write compelling and persuasive funding proposals, as well as impact reporting. They will be an excellent communicator building long-lasting and impactful relationships with prospects and existing corporate and foundational donors. The successful candidate will be passionate about the work of MQI, and comfortable working with people across levels of the organisation.

Primary Duties and Accountabilities:

- Working with the Deputy Head of Fundraising and Communications to develop and drive an ambitious corporate and major giving income strategy to ensure transformative funding is achieved.
- Responsible for the delivery of fundraising income targets across trusts & foundations and corporate and major giving fundraising, as agreed on an annual basis.
- Lead on the development and delivery of a successful corporate programme to achieve annual income and expenditure targets. Lead on preparing proposals, plans, presentations, and reports for corporate and donor meetings.
- Work across departments on the development of propositions and engagement products, such as volunteering opportunities.
- Working closely with the wider fundraising team to identify prospects and build on our portfolio of existing corporate and major giving relationships.
- Work across the organisation to identify and translate project information into compelling corporate fundraising and stewardship materials.
- Develop and submit persuasive proposals for Trust & Foundation Grant applications in conjunction with the service and finance teams. Ensure high quality, timely and accurate completion of donation acknowledgment, funding proposals, and impact reporting.
- Delivery of corporate direct mail campaigns, including data segmentation, content development & campaign planning and reporting.
- Managing information on CRM, ensuring quality information recording and accuracy.

Core Competencies

- Third Level qualification in marketing, business, or related discipline
- Experience of major donor fundraising, raising significant gifts from high-net-worth individuals, alongside experience in legacy promotion and relationship management, and of undertaking effective prospect research.
- Track record of achievement in a previous, similar role.
- An ability to coordinate a complex pool of prospects and donors, devising clear donor solicitation plans with the aim of securing long term financial philanthropic support
- Strong planning and event coordination skills with excellent attention to detail.
- Experience monitoring budgets
- Excellent fundraising specific creative development skills including experience of writing and commenting on fundraising copy.
- Excellent relationship management skills and ability to communicate in all forms (written, verbal, negotiation, presentation skills, etc.)
- Ability to work under pressure and to deadlines.
- Strong understanding of GDPR regulations.
- Excellent team player
- Full clean driving license
- Passionate about MQI's cause

Salary Scale: Starting at €53,933. Negotiable dependent on experience.

Hours: 39 hours per week

Duration: Permanent, Full Time

Location: Head office with one day remote working once established in role.

If you're interested in this role, please click the link below by 29th November:
[/merchants-quay-ireland/jobs/30564/corporate-fundraising-coordinator-dublin](https://login.hirelocker.com/merchants-quay-ireland/jobs/30564/corporate-fundraising-coordinator-dublin)
[\(https://login.hirelocker.com/merchants-quay-ireland/jobs/30564/corporate-fundraising-coordinator-dublin\)](https://login.hirelocker.com/merchants-quay-ireland/jobs/30564/corporate-fundraising-coordinator-dublin)

What does Merchants Quay Ireland offer as an employer?

- Fulfilling work in a supportive team
- Sick Pay Scheme (following Probationary period)
- Minimum 26 days Annual Leave
- Defined Contribution Pension Scheme (after 6 months)
- Death In Service Benefit (from commencement of employment)
- Line Management Supervision
- Learning and Development Programme
- Paid Family Leave (Maternity, Paternity, Adoptive, Force Majeure and Compassionate Leave)
- Educational Assistance (Study and Examination Leave)
- Employee Assistance Programme (EAP)
- Health & Wellness Programme

This role is subject to Garda Vetting. MQI reserve the right to amend this job description as required.

MQI are an equal-opportunity employer

Region

Dublin 8 / Remote

Date Entered/Updated

23rd Oct, 2024

Expiry Date

29th Nov, 2024

Source URL: <https://www.activelink.ie/vacancies/community/111721-merchants-quay-ireland-corporate-major-giving->

