

Society of Saint Vincent de Paul: Donor Development Manager **(<https://www.activelink.ie/node/112041>)**



Donor Development Manager

Reference No: VA393

Location: National Office, SVP House Dublin 1

Duration: Permanent Full-Time

Hours: 37.5 hours per week

Published: Thursday, 7th November 2024

Closing Date: Midnight Thursday 21st November 2024

An exciting opportunity has arisen for an experienced Donor Development Manager to join our National Office. This role is part of the Society Fundraising Team. The Donor Development Manager will play a critical role in the fundraising team, with the goal of providing our supporters with the best experience possible, encouraging donor retention to maximize lifetime value and engagement whilst consistently putting our donors at the heart of everything we do. The role is responsible for delivering on agreed key performance indicators, directing the Donor Care team and managing an expenditure budget. In addition, this role will strive to ensure that the way we manage and communicate with donors is GDPR compliant throughout the Society.

This is a great opportunity to join one of Ireland's largest voluntary organisations and make a difference in your community.

Why work with SVP?

SVP Benefits

All SVP Benefits are subject to the prevailing policy and associated length of service requirements

- 23 days annual leave for all staff; Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
- Pension: 5% employer and employee contribution with an option to increase to 7% on a matching basis
- 2 discretionary days (Good Friday & Christmas Eve)
- Group discount for Hospital Saturday Fund (HSF)
- Paid Sick Leave: Sick Pay following 13 weeks, with entitlement increasing with length of service (Subject to terms of policy)
- Education Support for job relevant courses (Subject to terms of policy)
- Paid Maternity & Paternity Leave (18 weeks full maternity leave pay for staff with more than 12 months service & 2 weeks full paternity leave pay for staff with more than 12 months service)
- Employee Assistance Programme
- Life Assurance – four times annual salary
- Life Appreciation Recognition: Additional one-off 5 days annual leave allocated in year that 25-, 30-, 35- & 40-years' service achieved, plus €250 voucher
- Christmas Voucher: €250 voucher for all staff (Subject to terms of policy)
- Retirement: Staff with 10+ years' service will receive a €250 voucher on retirement
- Hybrid/Flexible Working Available: SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
- SVP Experience Day: Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

The ideal candidate will possess the following:

- Educated to degree level in related field is essential.
- Knowledge of best practice in fundraising and marketing is required.
- An understanding of database management, is essential.
- At least 2 years' experience in fundraising or similar role is essential.
- Experience of bank reconciliation and working with spreadsheets would be desirable.
- Project management skills would be desirable.
- An understanding of database management is essential.
- Ability to think strategically and problem solve is essential.
- Excellent software application skills including Word, Excel, PowerPoint, Outlook and database management.
- Excellent communication skills and ability to build relationships; verbal, written and face to face.
- Ability to juggle a wide range of activities and prioritise own workload and meet deadlines.
- Excellent IT skills.
- Excellent numerical skills.

ABOUT SVP:

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing, community care, shops, administration and other specialist areas

How to Apply:

If you meet these requirements and have the desire to join one of Ireland's best known, trusted and respected not-for-profit organisations, please complete the online application www.svp.ie/careers (<http://www.svp.ie/careers>).

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in the position to provide individual feedback to candidates who are not shortlisted.

SVP is an Equal Opportunities Employer

Region

Dublin 1

Date Entered/Updated

11th Nov, 2024

Expiry Date

21st Nov, 2024

Attachment

[Job Description - Donor Development Manager Nov 2024.pdf](#)

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KB

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