

Dublin Simon Community: Corporate Partnerships Executive **(<https://www.activelink.ie/node/112836>)**



About us:

At Dublin Simon Community, we are passionate about making home a reality. Our aim is to empower people to access and retain a home by providing housing, prevention, addiction treatment, emergency response and other targeted interventions, through advocacy and partnership.

If you share our values and want to make a difference also, come talk to us at Dublin Simon Community. We are looking for client focused, friendly and adaptable people to join our team.

About the job:

Contract: full-time permanent.

Location: 5 Red Cow Lane, Smithfield, Dublin 7 / hybrid.

Working Hours: 37.5 hours, 7-day liability, 25 days annual leave.

Salary: 28.500 per year moving to 29.296 after 6 months probation

This role is in the corporate partnerships fundraising team. The corporate partnership's executive will be responsible for supporting the team with managing a portfolio of corporate donor accounts, conducting prospect research, management of data & CRM system and overseeing specific projects throughout the year. The successful candidate will be target-driven and KPI focussed, with meticulous attention to detail, organised, good IT skills, and experience of dealing with senior leadership and external clients.

Responsibilities:

- Identify new donor opportunities and build & maintain existing external relationships, while also maximising potential income and reaching monthly targets.
- To organise and prepare proposals, plans, presentations, and reports for corporate meetings.
- To manage all information on the CRM system, Salesforce.
- Develop targeted searching and reporting to accurately manage donor communication journeys.
- Working with a variety of online platforms to support donor journeys and fundraising activities.
- Building strong relationships with internal stakeholders to support projects, campaigns and donor relationships.
- Focus on maximising long-term partnerships to ensure an increase in revenue.
- Problem-solving and managing risk to ensure hitting targets and KPI's.
- Weekly, Monthly, and Annual reports informing management on activity and results.
- A team player who will work towards achieving the overall purpose and success for the team. Supporting the corporate partnerships & greater fundraising team daily on projects and campaigns.
- You will be highly organised, able to manage multiple projects and identify new opportunities.

Essential for the role:

- Education to degree level in marketing/events/sales or similar
- Minimum of two years sales experience
- Target driven and results-focused with good commercial acumen
- Experience in managing multiple tasks to deadlines and prioritising own workload, ability to work under pressure
- Personable, friendly, and open manner, who is comfortable with dealing with people face to face or over the phone.
- Ability to create and develop new corporate partnerships.
- To work with a flexible attitude with other members of the team.
- Have excellent communications skills and be a persuasive and responsive communicator.
- Strong database skills with experience in using data analysis to monitor and manage campaign performance.
- Diligent, highly organised with close attention to detail.

Desirable for the role:

- Experience of working or volunteering in the voluntary sector.
- Experience in event, corporate, or community fundraising as well as an understanding of corporate social responsibility issues.
- Experience with Salesforce.
- Understanding of homeless issues in Ireland.

- Desire to develop a career in fundraising

Benefits to working with Dublin Simon Community:

- 25 days annual leave
- 5% matched contribution to your pension
- Paid Sick Leave Policy
- Paid Maternity Leave Policy
- Bike to Work Scheme
- Commuter Travel Tax Savers Ticket
- 1st-week Comprehensive Training
- Progression Opportunities

Shortlisting will be in progress throughout the period that the vacancy is live, so you may be called for interview and/or the vacancy may be filled before the closing date.

<https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1543&ProjectId=144507&DepartmentId=18971&MediaId=4620&SkipAdvertisement=true>

Application due date: **12/01/2025**

For queries relating to this position please telephone **(01) 635 4860** (Tel:016354860)

Region

Dublin 7 / Hybrid

Date Entered/Updated

20th Dec, 2024

Expiry Date

12th Jan, 2025

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