

Merchants Quay Ireland: Fundraising Coordinator **(<https://www.activelink.ie/node/112967>)**



Merchants Quay Ireland
Homeless & Drugs Services

Job Title: Fundraising Coordinator

Department: Fundraising & Communications

Reports To: Individual Giving Fundraising Manager

Purpose of Job:

MQI are seeking an experienced fundraiser to join our small, successful, and growing fundraising team. The Fundraising Coordinator will work closely with the Individual Giving Fundraising Manager to implement MQI's donor development and recruitment strategy. This is a fantastic opportunity to play a pivotal role in improving the lives of men and women who are homeless and in active addiction.

Person Specification:

MQI are seeking someone with substantial experience of fundraising. Candidates will be expected to demonstrate an in-depth understanding of donor development and donor recruitment to include DRTV, Direct Mail, Community, Digital, Door drops, telemarketing, and press. The successful candidate will have a proven track record of meeting ambitious income targets. They will be an excellent project manager with strong communications and interpersonal skills. They will be passionate about creative development, comfortable and adept at pulling insights from data and committed to innovation and learning.

Primary Duties and Accountabilities:

- Deliver integrated fundraising campaigns, to meet performance indicator targets and deadlines. This will include briefing of agencies, sourcing/development of materials, managing data selection criteria, copy development, managing the approvals process, proofing, briefing Donor Care Team, campaign analysis and reporting, managing costs and invoice processing.
- Deliver the annual tax campaign and support across Major Giving as required.
- Deliver communications to improve the supporter life cycle including, retention, reactivation and upgrading of donors.
- Ensure the donor database is used as a tool for increasing income from existing supporters, as well as a resource that can help support future fundraising initiatives.
- Consistently analyse results, interpret trends, and provide recommendations for improving the overall individual giving annual plan to maximise future income.
- Support the Individual Giving Manager to prepare strategic plans and prepare annual income and expenditure plans.
- Work openly and collaboratively with the Major Giving team, Donor care team and Services team to ensure integrated working and consistent messaging.
- Support the effective management of all external suppliers including creative agencies, print and fulfilment providers, telemarketing agencies etc.
- Provide working cover for the Individual Giving Fundraising Manager as and when required.

These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. The Fundraising Coordinator may from time to time have to undertake any reasonable request as directed by their line manager.

Core Competencies and Skills Summary Criteria

- Third Level qualification in marketing, business, or related discipline
- Experience of managing direct mail campaigns
- Track record of achievement in a previous, similar role.
- Strong planning and project management skills with excellent attention to detail.
- Strong analytical skills and highly numerate with experience of budget management.
- 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.
- 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 remote working options available

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

Additional Information:

- Management reserves the right to amend or change this job description as required.
- This position is subject to Garda Vetting Clearance, IPS Security Clearance and background checks.
- Merchants Quay Ireland is an equal opportunity employer.

Equality, Diversity, and Inclusion (EDI):

Merchants Quay Ireland is committed to creating a diverse and inclusive workplace that values and respects all individuals. We believe in the strength that diversity brings to our team and are dedicated to promoting equality of opportunity and fostering a culture of inclusion.

We welcome applications from all sections of the community and strive to ensure our recruitment process is inclusive and free from bias.

Our commitment to EDI is reflected in our policies and practices, ensuring a supportive environment where everyone can thrive and contribute to their fullest potential.

Application Process:

If you are interested in this exciting role, please click the link below to apply by the **10th of February 2025**:

<https://login.hirelocker.com/merchants-quay-ireland/jobs/31091/fundraising-coordinator-dublin>
(<https://login.hirelocker.com/merchants-quay-ireland/jobs/31091/fundraising-coordinator-dublin>)

Region

Dublin 8 / Remote

Date Entered/Updated

8th Jan, 2025

Expiry Date

10th Feb, 2025

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