

The Crann Centre: Fundraising Coordinator **(<https://www.activelink.ie/node/113076>)**



Title: Fundraising Coordinator

Company: The Crann Centre

Full-Time Position

Ballincollig, Cork

The Crann Centre based in Ovens, Ballincollig is seeking an experienced Fundraising Coordinator to join our small (but mighty) fundraising team who are funding our services for children, adults, and families living with neuro-physical disabilities.

Reporting to our Fundraising Manager you will provide administrative support for ongoing fundraising activities and campaigns making sure that donors, volunteers and supporters are recognised and supported.

Your creativity and communications skills will be important as you create and implement a range of fundraising activities and events. These events are an important element of our fundraising strategy.

Key duties include:

- Act as first point of contact for all incoming fundraising enquiries, events and activities, supporting, processing and acknowledging all donations through our Salesforce CRM.
- Generate and grow income through fundraising events and campaigns, identifying opportunities, prospects and funders through online research and networking.
- Coordinate corporate volunteer activities at The Crann Centre.
- Manage all fundraising data, reports and compliance.
- Contribute as part of the team to the development of ideas and initiatives which increase fundraising income and volunteer engagement
- Working in partnership with the Marketing team co-ordinate the community and corporate fundraising responsibilities in annual campaigns including Walk n'roll and End of Year.

Essential Knowledge, Skills and Experience:

- Excellent administration and CRM database skills (Salesforce or similar)
- Fundraising experience with a proven track record meeting fundraising targets
- Experience running fundraising events including recruitment of participants / donors
- Ability to build, manage and develop key stakeholder relationships
- Excellent interpersonal and communications skills
- Experience of working in a fast paced environment focused on outputs and quality outcomes.
- Detail orientated with experience of reporting , trend analysis and forecasting.
- Highly flexible, available to work out of office hours (weekends and evenings) as required.
- Used to working on your own initiative, with proven problem solving skills.
- Skilled in Microsoft suite: Microsoft Planner, Excel, PowerPoint etc
- Full clean driving licence.

We offer

- A competitive salary and benefits
- Learning and development opportunities
- 22 days annual leave (plus company days at Christmas and Good Friday)
- Free parking on site
- A highly collaborative environment and a great culture

Please email hr@cranncentre.ie (mailto:hr@cranncentre.ie) with your resumé and a cover letter by January 28th 2025

Registered Charity No. CHY 22096. RCN: 20151928.

Region

Ballincollig, Cork

Date Entered/Updated

13th Jan, 2025

Expiry Date

28th Jan, 2025

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