

Dublin Simon Community: Major Gifts Manager **(<https://www.activelink.ie/node/113290>)**



Major Gifts Manager (Philanthropy & Funding Development)

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're looking for client focused, friendly and adaptable people to join our team. This standard is achieved by organisations that have best practice Human Resource Systems in place, particularly in the area of staff training and development, communication, and staff involvement in the decision making processes in the organisation.

About the job:

To review and refine our Philanthropy & Funding Development strategy in conjunction with Senior Management and to ensure effective implementation of same. The successful candidate will be tasked with building on recent work to successfully establish a Philanthropy & Funding Development programme and ensuring that it continues to meet the needs of the organisation. You'll report to the Senior Major Gifts & Funding Development Manager. As well as our induction program, you will be provided with training throughout the year, ensuring you have the support and training to succeed in this role.

Location: (KateSweeneyMagee@dubsimon.ie) Red Cow Lane, Smithfield, Dublin 7

Working Hours: Monday – Friday 9am – 5:30pm. 37.5 hours per week.

Responsibilities:

Relationship management of Major Donors, Foundations, Trusts and Influencers to create an engaged network of supporters.

- Act as a spokesperson for Dublin Simon Community's objectives and the role of our Philanthropy & Funding Development Programme in support of these.
- Regularly review and refine our Philanthropy & Funding Development Strategy to ensure it is delivering to plan, meeting the needs of the organisation and fully optimised.
- Lead a small team that is managing income across a network of donors, bequests and foundations & trusts.
- Work with Senior Management to establish a portfolio of projects and programmes requiring funding. Develop suitable products relating to these projects and programmes to secure funding from the Philanthropy & Funding Development Programme.
- Design and roll out new initiatives to optimise potential income towards capital projects.
- Manage income plans and expenditure budgets.
- Build and maintain effective internal relationships (particularly with Finance and Property teams) in support of implementation of strategy.

Note: The duties listed in this job description are not exhaustive and you may be expected to perform other duties as are reasonable in the course of your work with Dublin Simon Community.

Minimum job requirements:

- Degree business, management, marketing or equivalent professional qualification.
- 3-5 years' experience in at Management level in relevant role (including strong relationship management experience).
- Proven excellent communication skills, attention to detail and the ability to build effective relationships.
- Proven ability to effectively lead and motivate a small, dynamic team.
- You will be a highly motivated, solutions focused professional with a track record of shaping the narrative of an organisation.
- You will possess exceptional communications and interpersonal skills as well as strong technological capabilities.
- You will be able to work independently, taking a lead on key items of work using your own initiative
- Commercial acumen and an ability to recognise opportunities are crucial to this role
- You will be able to capture a complex issue like homelessness and have the ability to create engagement and commitment from others to improving the lives of our clients.

Benefits to working with Dublin Simon Community:

- 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

Please note, if you are unsure of any of the requirements, contact the Recruitment Team on (01) 6354860

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=144515&DepartmentId=19022&MediaId=4620&SkipAdvertisement=true>

Application due date: 06/02/2025

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

Region

Dublin 7

Date Entered/Updated

21st Jan, 2025

Expiry Date

6th Feb, 2025

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