

Crohn's & Colitis Ireland: Events & Fundraising Coordinator (Part Time) (<https://www.activelink.ie/node/114478>)



Job Title: Events and Fundraising Coordinator

Part-time: 3 days a week (Working week negotiable with successful candidate)

Reports to: Chief Operations Officer

Job Location: Flexible, currently remote working. Office space available in Dublin if needed. Position requires travel, expenses will be provided

Annual Leave: 12.5 days

Probation: 6 months

Pay: €18,000 - €20,000 depending on experience

Contract: Part-time contract of indefinite duration

Job Summary

The Events and Fundraising Coordinator will plan events, manage communications, engage supporters, and promote awareness of Crohn's and Colitis Ireland.

Closing Date & Application Information

Email CV and a cover letter outlining your suitability for the position to amy@crohnscolitis.ie (mailto:amy@crohnscolitis.ie) clearly referencing "Events and Fundraising Coordinator" in the subject line.

Closing date for receipt of applications is **5pm on Friday the 4th of April 2025**. Interviews will be held in April.

About Crohn's and Colitis Ireland

Crohn's and Colitis Ireland (CCI) is a charity dedicated to supporting individuals living with Crohn's disease and ulcerative colitis, two types of inflammatory bowel disease (IBD). Our mission is to raise awareness, provide support, and improve the lives of those affected by IBD. Through education, advocacy, and community engagement, CCI works to ensure that those impacted by these conditions have access to vital resources and are empowered to lead fulfilling lives. We aim to raise awareness, and support the ongoing care of those living with IBD, while fostering a strong, supportive network for patients, families, and healthcare professionals.

Purpose of the Position

Work with the COO and the CCI board to implement the events and fundraising strategy both online and offline to raise awareness of the charity's work and increase activity in the core areas of fundraising, awareness and engagement. Communication will be to all of CCI's stakeholders including current and prospective service users, volunteers, funders, healthcare services, the general public and businesses.

Main Duties & Responsibilities

Fundraising

- Ensure that fundraising events, activities, and campaigns are effectively planned, marketed, and executed.
- Attend and represent the charity at local, regional, and national fundraising events.
- Serve as a primary point of contact for fundraising inquiries, assessing and responding to immediate short-term opportunities while ensuring a best-practice donor care experience.
- Provide support to event participants by responding to requests for information and materials.
- Oversee the fulfilment and distribution of fundraising materials and supporter packs.
- Assist the COO in identifying, cultivating, and securing corporate and community partnerships through existing and new supporters.
- Support the preparation for donor meetings, including logistics, research, and coordination.
- Maintain accurate and comprehensive records on the fundraising database in accordance with organisational procedures.
- Lead efforts to grow and develop the charity's network of fundraising supporters, expanding the pool of proactive individuals and groups raising funds for our cause.
- Contribute to the preparation of copy for funding applications.
- Stay informed about trends and opportunities within the fundraising sector.

Events/ Communications

- Develop and maintain clear, consistent external communications and messaging across all charity activities.
- Lead content creation for various charity communications, including the bi-annual members' magazine, monthly membership emails, and impact reports.
- Collaborate with staff, stakeholders, and volunteers to ensure integrated marketing communications and cohesive campaigns.
- Update the charity's website regularly, sourcing the latest news, stories, and event details.
- Ensure the smooth operation of educational events and activities, ensuring they are well-planned, marketed, and supported.
- Attend local, regional, and national educational and membership-related events.

Social Media

- Develop and update content across all social media channels
- Engage with followers, responding to queries in a timely manner and monitoring feedback and reviews
- Stay current with trends in social media, design tools, and applications.

Other

- Perform any other ad-hoc duties as assigned.
- Act in the best interests of Crohn's and Colitis Ireland, representing the charity as an ambassador in line with its vision and mission.
- Represent Crohn's and Colitis Ireland at weekend and evening events as required.
- Deliver presentations and talks to local organisations (e.g., schools, clubs) to raise awareness and support for Crohn's and Colitis Ireland.

Note: The above statements are meant to outline the general nature and scope of work for this position. They are not exhaustive and may evolve over time. The individual in this role should remain flexible and adaptable when tasks arise that are not specifically detailed in this job description.

Person Specification:

This position requires an ambitious, dynamic, self-motivated and target-driven individual who can form excellent working relationships.

Required Knowledge / Experience:

- A third-level qualification or experience in a relevant discipline such as Fundraising, Communications, PR or

Marketing.

- Self-starter with strong IT and administrative skills.
- Excellent Computer skills (Microsoft Office Suite), and database management skills.
- Self-motivated and able to work independently as well as in a team.
- Exceptional organisational and time management skills.

Desirable

- Full clean driving License
- Good understanding of the not-for-profit sector and the codes of best practice in Fundraising, Communications and Governance.
- Graphic Design skills
- A passion for communicating and engaging with audiences
- Relevant experience using websites and social media in external stakeholder communications.
- Ability to build and maintain relationships with colleagues, donors and members of the public.

Region

Dublin / Flexible

Date Entered/Updated

18th Mar, 2025

Expiry Date

4th Apr, 2025

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