

## **AsIAM: Fundraising Officer (Maternity Cover)** **(<https://www.activelink.ie/node/114725>)**



### **Fundraising Officer**

#### **The Organisation:**

AsIAM is Ireland's National Autism Charity based in Blackrock, Co. Dublin. AsIAM is a fast paced, growing organisation with a vision to create a society where every Autistic person is accepted "as they are" – equal, valued, and respected. The organisation's purpose is to advocate for an inclusive society for Autistic people that is accessible, accepted and affirming. AsIAM works to support the Autistic community and our families to fully engage in Irish life and build the capacity of society to facilitate true inclusion.

#### **Our Values:**

A key expectation of everyone who works for AsIAM is that they demonstrate our values; Perseverance, Same Chance and Service. Our values come into play throughout everything we do at work – how we work together and how we deliver services to the people we support and to the people we work alongside.

#### **The Role**

Reporting to the Head of Fundraising and External Affairs, the Fundraising Officer will be responsible for proactively leading the implementation of AsIAM's fundraising strategy to increase income through donor engagement and campaign and events management.

This is an ideal opportunity for someone who has a positive attitude, enjoys a challenge, is creative, and has excellent interpersonal skills.

The post holder will be required to travel throughout the country and therefore will require a clean driver's licence.

We particularly welcome applications from within the Autism community.

#### **Key Responsibilities:**

Support the Head of Fundraising & External Affairs to deliver the organisation's fundraising plan in line with the organisation's strategic plan through: -

- Support the implementation of key fundraising campaigns and events
- Build and maintain relationships with donors, supporters, and funders
- Support fundraising events and community fundraising initiatives
- Maintain accurate donor records and oversee thanking and stewardship processes
- Work with the team to develop creative fundraising ideas and campaigns
- Contribute to fundraising communications, including newsletters and social media
- Monitor and report on fundraising performance and progress toward targets
- Inform and implement relevant fundraising materials and communications across both traditional and digital platforms to support fundraising goals and activities
- Provide timely information on upcoming events for inclusion on AsIAM's website
- Keep informed and up to date on issues impacting the organisation
- Ensure compliance with all relevant regulations and ethical standards in fundraising practices

- Participate in the overall team to ensure collaborative teamwork and keep colleagues informed of upcoming events / campaigns

## Other:

- Undertake other such duties as may be required to advance the work of the organisation

## Key Requirements:

### Experience, Education, Skills, and Abilities Required

- Minimum of 1 years' experience in fundraising, marketing, sales, or business development
- Educated to third level in a relevant discipline
- Proven track record of successful fundraising across multiple channels including local volunteer groups, corporate sponsorships, grants and appeals
- Excellent communication and influencing skills
- Driven, ambitious, and tenacious
- Proven track record in successfully organising fundraising events / campaigns
- Excellent Presentation Skills
- Ability to think creatively and take initiative
- Ability to build long term relationships with donors
- Excellent organisational abilities and attention to detail
- Passion for the success of the organisation

## Desirable

- Knowledge of Autism, neurodiversity and disability

**Contract Duration:** This is a maternity cover role with an expected duration of 6 months.

**Salary & Benefits:** Salary will align with Grade IV as set out in the HSE Consolidated Pay Grades.

**Location / Working Hours :** The role is based in AsIAM's head office in Blackrock, Dublin and is Monday to Friday, 9:00 am to 5:00 pm with a requirement for travel. Given the nature of the role, the role holder is required to have a degree of flexibility with regard to working hours as the role will require some evening and weekend work.

## Your next step.....

Interested applicants should submit a CV and cover letter to Vikki May, HR Manager, [atcareers@asiam.ie](mailto:careers@asiam.ie) (<mailto:careers@asiam.ie>)

**Closing Date:** The closing date for receipt of applications is 11 April, 2025.

**Note:** All candidates must be willing to undergo Garda Vetting should they be successful.

*AsIAM actively supports inclusion in the workplace and will endeavour to provide reasonable accommodations as requested by candidates throughout the interview process for this position*

*AsIAM is an equal opportunities employer which reserves the right to practice positive discrimination as set out by the Employment Equality Act, 1998.*

## Region

Blackrock, Co Dublin

## Date Entered/Updated

28th Mar, 2025

## Expiry Date

11th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114725-asiam-fundraising-officer-maternity-cover>