

Capuchin Day Centre: Donor Care and Engagement Specialist **(<https://www.activelink.ie/node/115278>)**



Donor Care and Engagement Specialist

CONTRACT: This is a full-time (35 hours per week, 9am – 5pm), permanent role.

SALARY: €55,000 - €60,000, depending on experience.

LOCATION: Smithfield, Dublin 7 - the role will be 5 days a week in the office. Occasional working from home may be permitted.

BACKGROUND

Founded in 1969 by Brother Kevin Crowley, and vital support for those experiencing homelessness and food poverty in Dublin. The Capuchin Day Centre has long been a compassionate and inspired by the spirit of St Francis of Assisi, the Centre provides a warm and non-judgemental welcome to all, offering essential services such as hot meals, hygiene facilities, medical and dental care, and family supports—including infant and school packs. With a strong ethos of dignity, respect, and pastoral care, the Centre now supports hundreds of individuals and families daily, remaining a vital part of Ireland's social support network.

THE ROLE

The Capuchin Day Centre is now seeking a proactive and relationship-driven Donor Care and Engagement Specialist to join its team. Reporting to the Finance Manager, this newly created role will help shape and deliver excellent donor care practices, build meaningful relationships with individual and corporate supporters, and contribute to the Centre's long-term fundraising goals.

You'll be responsible for managing donor communications, supporting fundraising initiatives, and helping to implement a new CRM system (Salesforce). A key part of the role is ensuring donors feel valued through thoughtful stewardship, timely reporting, and consistent engagement across digital and traditional channels. You'll also support the growth of regular giving, legacy donations, and donor events.

The ideal candidate will bring proven experience in donor care, fundraising, or account management—ideally within the non-profit sector. You'll be highly organised, detail-oriented, and a strong communicator, with the ability to write compelling copy and build positive relationships. Digital know-how, social media experience, and a good grasp of GDPR and donor data management are all advantageous.

If you're a natural relationship-builder with excellent communication skills and a passion for making a difference, we'd love to hear from you!

APPLICATION DETAILS

To apply for this position, **fill out this form** (<https://www.charitycareersrecruitment.ie/vacancy/149#application-info>) to get the full job description, candidate information pack, and application details.

If you have further questions, email recruitment@cciexecutivesearch.ie (mailto:recruitment@cciexecutivesearch.ie), using Capuchin Day Centre — Donor Care and Engagement Specialist as the subject of your email.

The recruitment campaign for this position is being managed exclusively on behalf of Capuchin Day Centre by non-profit specialist recruitment consultancy CCI Executive Search.

It is CCI's policy to ensure that as much accommodation as possible is provided to facilitate the participation of individuals with special needs in the recruitment process and the workplace. If you require any specific accommodations, please let us know.

Deadline for applications: 16/05/2025 12:00

Region

Dublin 7

Date Entered/Updated

25th Apr, 2025

Expiry Date

16th May, 2025

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