



Role Description

📍 Location: Dublin 2 (Hybrid) | 💰 Salary: €27,785 - €30,760 |

🕒 Full-Time, Permanent | 📅 Apply by: 14th April 2025 | ✉ Email: careerscfi@foundation.ie

Role

Philanthropy & Development Executive

Reporting to

Development Manager

About Community Foundation Ireland

As a philanthropic hub, we believe strategic giving has the power to create meaningful change and achieve our mission of Equality for All in Thriving Communities. Community Foundation Ireland plays a vital role in promoting positive social change and community development throughout the country by connecting donors with local causes and effectively managing charitable resources. We take an inclusive holistic approach to delivering impact across four key areas, which reflect both long-standing and emerging challenges:

- Sustainable Futures places Community Foundation Ireland as leaders on biodiversity and climate-action, working in partnership with communities as well as Government to address the biggest challenges of all.
- We nurture Inclusive Communities where everyone is respected and has the opportunity to contribute and thrive.
- We Empower Generations to ensure everyone is heard and respected, irrespective of age.
- Accelerating Change sees us working with change-makers to overcome systematic and societal barriers to equality and fairness.

Community Foundation Ireland serves as a philanthropic hub for Ireland which is a source of knowledge, expertise and information to ensure effective and strategic giving and serves as a resource for individuals, families, and organisations to establish funds or contribute to existing funds with specific charitable goals. Established in 2000, Community Foundation Ireland has grown significantly, with over €200m in donations in the past 25 years and an ambitious plan for growth by 2030.

About the Role

A passionate, energetic and dynamic self-starter, with an interest in philanthropy and strategic social impact, who is comfortable supporting key operations across the Development Team.

Attention to detail is a must while working in a fast-paced deadline driven environment. The successful candidate is systematic, organised and comfortable with financial planning and has experience in CRM systems.

You will be part of a small but committed Development Team, where collaboration is central to success in the role and for the team. You share our vision of growing philanthropy to underpin our mission of Equality for All in Thriving Communities.

Key responsibilities

- ✓ Support the development team with income against targets from a portfolio of prospective donors, working with colleagues and other stakeholders, as required.
- ✓ Play a supporting role in the management of the annual RTÉ Toy Show Appeal, and similar campaigns.
- ✓ Support with event management.
- ✓ Contribute to the ongoing development of the Development Team's internal capacity and the optimisation of resources.
- ✓ Management of online filing and ensuring all systems are current and up to date – including regularly updating and maintaining the CRM database.
- ✓ You will maintain excellent and up-to-date records of communications with donors and key stakeholders.
- ✓ Contribute to the formulation of future practices and policy within the Development unit – where new views and ideas are encouraged and always welcome.

About You

- ✓ Experience of engaging with customers or clients and capacity to represent the organisation confidently to relevant stakeholders Strong communication skills.
- ✓ Planning and results orientation (implementing work plans which deliver on specific objectives outlined in Community Foundation Ireland's strategy and work plans).
- ✓ Good numeracy/financial literacy.
- ✓ Proficient in MS Office applications and conversant in relation to database management in relation to fundraising and business development.
- Passionate about the values and work of the Community Foundation for Ireland.
- ✓ Knowledge of the community sector is preferred but not essential.

Terms

- ◆ Full-time, permanent role 35 hours per week
- ◆ Hybrid working – based in Dublin 2 office on Wednesday & Thursday currently with option to work from either office or home on other days
- ◆ Competitive salary in the range €27,785 - €30,760
- ◆ Contributory Pension
- ◆ Income Protection and Death in Service Group Scheme.
- ◆ TaxSaver and Bike to Work Scheme.
- ◆ Voluntary Time Off & Corporate Social Responsibility (CSR) Programme.
- ◆ Employee Assistance Programme (EAP).
- ◆ Regular team-based activities and social activities.
- ◆ Convenient city centre location.
- ◆ Networking opportunities with key stakeholders.
- ◆ Community Foundation Ireland is a strong promoter of personal and continuous professional development.

Application

Please apply including a CV and cover letter to careerscfi@foundation.ie by 5 pm on 14th April 2025. Informal enquiries are welcome on info@foundation.ie.

We warmly welcome applications from a diverse range of backgrounds and experiences. We are committed to making our recruitment processes accessible to everyone and are flexible in how we receive information. If you would like to apply via a different format or let us know how we can support you to be the best you can be.

