



Fundraising Executive

Women for Election is seeking an energetic, dynamic Fundraising Executive with excellent communication skills and a strong network of contacts to help the organisation realise their ambitions and deliver a robust fundraising programme.

Reporting to the CEO, the successful candidate will lead on developing and implementing a fundraising strategy that will significantly increase our fund-raising and further raise our public profile. S/he will lead on the development of our Countess Markievicz Circle and WfE Cousins, corporate fundraising and all fundraising campaigns (print, broadcasting and social media).

A great opportunity to be part of a small, dynamic team looking to change the face of politics in Ireland and work towards achieving a sustainable funding model for Women for Election. Women for Election is a not-for-profit organisation, funded through a mix of private donations, government funding and revenue generated through our training programmes.

Location: Women for Election, 36 Fitzwilliam Place, Dublin 2.

Remote working is an option for the right candidate.

Terms: This is a ½ time role, a 12-month appointment, with the possibility of extension.

The salary for this position will be in the region of €17,500 (€35,000 pro rata) per annum.

Responsibilities:

In conjunction with the CEO and board, the Fundraising Executive will develop and implement an innovative fundraising strategy which significantly increases our income and public profile.

1. Strategy and fundraising activities

Support and promote the mission of Women for Election, including message development, social media content creation and media outreach

- 1.1. Develop and implement a fundraising strategy to deliver on Women for Elections objectives – with monthly milestones including fundraising targets
- 1.2. Lead and develop fundraising activities and ensuring the wider organisation is engaged in achieving our fundraising goals
- 1.3. Enhance and improve existing fundraising activities
- 1.4. Establish new/emerging sources of funding to Women for Election

2. Stakeholder engagement and development

Develop, strengthen and deepen relationships with Women for Election supporters and stakeholders.

- 2.1. Cultivate relationships with potential donors, growing CMC and WfE Cousins membership
- 2.2. Develop and implement a communications plan to engage with donors
- 2.3. Plan and implement a limited programme of events for key stakeholders WfE donors
- 2.4. Building strong working relationships with colleagues and stakeholders across the Women for Election 'family' and engage the whole organisation in our fundraising strategy and its implementation

3. Reporting and Management

Provide up to date progress reports as well as planning and adjusting the fundraising strategy to take progress into account.

- 3.1. With the CEO, agree and then regularly report against fundraising KPIs
- 3.2. Prepare and maintain a rolling update/forecast
- 3.3. Prepare reports and updates for the board
- 3.4. Regularly evaluate and adjust our fundraising approach and activities

4. Other

- 4.1. Act in accordance with the objectives and ethos of WFE
- 4.2. Undertake other duties as may be reasonably required from time to time.

General

As with all our team, the Fundraising Executive will be expected to:

Actively participate in team and staff meetings and reviews/ evaluations and to contribute to the development of Women for Election

Have a flexible approach to the work in response to organisational change and development

Identify training needs with the CEO and participate in training opportunities appropriate to the role

Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the CEO

Be committed to the purpose of Women for Election and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.

Experience and Knowledge

- 5+ years' experience of fundraising within the NGO world, or similar
- Experience of digital marketing and online fundraising
- Experience of developing and implementing media, advocacy or marketing campaigns
- Public relations experience
- Knowledge and understanding of the political system in Ireland

Skills and Special Aptitudes

Excellent relationship management skills

Strong creative, strategic, organisational and social skills

Ability to manage a complex workload and an ability to meet tight and moving deadlines

Ambition and an ability to work on own initiative to accomplish tasks

Excellent written and verbal communication skills and presence, along with excellent interpersonal and networking skills

Standard office ICT skills, including social media

Application: A letter of application along with a full CV and the names of two referees should be sent to

Ciairín de Buis
CEO
Women for Election
36 Fitzwilliam Place
Dublin 2

or to ciairin@womenforelection.ie

by 17.00, Monday 15th April

Interviews will be held on 3rd May

Applications should be clearly marked 'Fundraising Executive Application'