



We're with you through your journey

Fundraising Officer

Location:	Carmichael Centre, Dublin 7
Role:	Full-time, 37.5 hrs with option for 2 days home-working
Reporting to:	CEO
Salary:	€35-38K
Annual leave:	23 days

Heart Children is now recruiting for a dedicated fundraising professional to create and develop new funding opportunities and generate a calendar of community fundraising events. This is an exciting opportunity for a professional with circa 2-3 years relevant fundraising experience to shape this new role while working hand-in-hand with our CEO.

Who we are:

Heart Children is the national charity supporting children born with Congenital Heart Disease (CHD), a term which refers to a range of over 40 heart defects that occur when a baby's heart does not develop correctly during pregnancy. These structural abnormalities can significantly affect the normal operation of the organ and can result in the child requiring life-long medical support.

CHD is the most common of all birth defects and affects one in every one hundred children born worldwide. In Ireland, this translates into 5-600 babies born annually with the condition. 70% of all cases of CHD are picked up at the 20-week maternal scan and about half of all babies born with CHD will require open heart operations. At present, over 400 surgeries are performed annually at the Children's Heart Unit in CHI, Crumlin - the National Centre for Paediatric Cardiology.

Heart Children works to support the person with CHD and their family throughout their lifetime offering a range of services that supplement the health and wellbeing of our members and families.

Heart Children receive no government funding and we depend wholly on the fundraising efforts and generosity of our members, their families and friends to provide a range of supports to our members and stakeholders. We work closely with medical teams in the Children's Heart Unit in CHI, Crumlin and the Adult Congenital Unit at the Mater Hospital to support and extend the level of care which they provide to patients.

We provide equipment that allows people with CHD to manage their care from home; a nationwide Family Psychology Service that helps people cope with the burden of a life-long illness and provide respite funding for families in financial difficulty as a result of their child's illness and financial support to families making the journey to the UK for Heart Transplant. For more information, see www.heartchildren.ie.

What we want you to do:

The Fundraising Officer will be responsible for the day-to-day management of the fundraising function and will meet defined income targets for Heart Children.

Heart Children has enormous potential to grow its fundraising capabilities. As a proactive self-starter, you will recognise this as an opportunity to further your career quickly and bring your understanding of fundraising practices to the next level. If you are someone with ideas, with a desire to put your plans into action and to generate some great results, then we would love to hear from you.

As part of a two-person team, you will be expected to dig-in, be open to diverse tasks and responsibilities across digital communications, donor relations, data management, events support, merchandise and stock management and more.

This is an excellent opportunity for a creative and outgoing can-doer to work closely with our CEO as we begin to take the organisation in a new direction in line with our new three year strategic plan. In your role, you will help promote our mission, grow awareness of our brand, develop our fundraising capabilities, and create the groundwork for a new future for Heart Children.

Who we'd like you to be:

As our Fundraising Officer, you will support the day-to-day management of our small office environment and drive-out an energetic fundraising program to grow income for the organisation.

You will create and manage:

- a range of activities across the fundraising mix and in line with our strategic priorities to support the donor journey, drive donations, build relationships and improve engagement in line with our growing ambition
- support the CEO in relevant approaches to potential corporate sponsors and grant makers
- the creation of fundraising-related social media content to members, stakeholders and the general public
- our donor database (Salesforce) from various sources (website sign ups, campaigns, events, fundraising platforms, etc.)
- all fundraising events through attendee updates, etc. and work with the team on delivering excellent supporter experiences via email, phone and letter
- all fundraising materials and ensure robust systems are in place to manage fundraising stock from ordering from suppliers to distribution to supporters
- our Donor Thank you processes from receipt of donation to formal thank you and recognition
- the provision of support to volunteer fundraisers
- our fundraising departmental email and inward communications
- other duties as required to ensure the proper functioning of the fundraising brief
- processes and procedures to ensure Heart Children is aligned with the Guiding Principles of Fundraising and in compliance with the Guidelines for Charitable Organisations on Fundraising from the Public

Requirements:

You will have:

- Circa 2-3 yrs experience working in a fundraising role in an Irish/international charity
- Capable of working autonomously to create a vibrant fundraising community for Heart Children
- Demonstrate skill and creativity in creating winning fundraising strategies and an appreciation of same
- Experience in managing digital communications
- Experience in financial reporting and preparation of budgets
- Strong organisational and administration skills, including Microsoft Outlook, Word, Excel, and PowerPoint. Experience in using Salesforce an advantage.
- Strong IT Skills Ability to work autonomously and manage multiple projects simultaneously.
- Appreciation of the Governance Code and GDPR requirements
- Passion for supporting the charity sector and achieving change in Irish society
- An outgoing and strong communicator (both written and verbal)
- Full, clean driving licence and access to a car

You will be:

- An energetic and confident self-starter with the ability to network, influence and build relationships
- Entrepreneurial with the motivation to reach and exceed income targets
- Have excellent written and verbal skills
- A self-disciplined and highly organised individual
- Willing to work out of hours in the evenings and on weekends depending on the fundraising schedule and other related requirements (with time in lieu afforded)
- A brilliant ambassador for Heart Children

You will receive:

- The opportunity to advance your fundraising career in a full-time, permanent role with a small and agile children's charity with loads of potential for fundraising development
- A hybrid working opportunity with two days home-working and three days based in the Carmichael Centre, D7 and the chance to network with the 40 charities the work here
- Flexible working hours
- A salary of €35-38K, depending on experience
- 23 days annual leave
- Travel and other expenses

How we'd like to hear from you:

To apply for the role, please email your cover letter and CV for the attention of Sheila Campbell, CEO to info@heartchildren.ie.

Deadline for applications is Wednesday 7th Sept at 12pm.

If you need more information and would like to talk to us about the role, please feel free to call us on **01 874 0990**.

ENDS