

	Job Description
Role	Communications and Marketing Executive
Reporting to	Head of Development and Communications
Whats in it for you?	Make an impact in the not-for-profit sector Great salary Campus experience Flexible hybrid working
About the role	<p>ChildVision, a fantastic charity for children with sight loss and complex disabilities, is looking for an enthusiastic marketer and capable administrator with high empathy and attention to detail to create impactful marketing campaigns and support donor relations across all aspects of the fundraising portfolio.</p> <p>This is a great opportunity to consolidate your organisational and marketing skills for an incredible cause.</p> <p>You will be responsible for ensuring all members of the community are engaged, thanked, supported and enhanced. You will ensure support of existing donors is managed, reporting on progress and responses. You will manage the social media channels with engaging written and visual content and provide support to the roll out of fundraising and communications campaigns.</p> <p>General support of all donor engagement and communication activities.</p>
Principle responsibilities	<ul style="list-style-type: none"> • Managing the brand and bringing the messaging to life across the entire range of marketing assets – visuals, long-form content, presentations, organisation blog, and landing pages. • Designing and producing engaging short videos to convey the client’s brand and product messages. • Supporting the Head of Department with updates to the website, fundraising materials and supporting processes • Generating leads and engagement of fundraisers with relevant public fundraising challenges and virtual initiatives such as mini marathons, virtual hikes and other activities • Social media outreach and engagement – creation of content, management of key updates on the social media platforms and responding to queries as required • Supporting the corporate engagement as required for fundraising activities and with collateral as required

- Supporting Fundraising team as required to ensure all contacts are managed, communicated with expediently and in a personalised manner
- Providing campus tours to interested donors
- Supporting with generation of PR materials and content, writing of press releases, co-ordination of photocalls, video shoots
- Assisting with written content and proof reading of donor newsletters, impact stories, fundraising materials, annual reports and other documents as they arise
- Provide assistance to the fundraising team as required

About You

- Have 3+ years experience in a marketing role, or similar, with proven writing skills
- Have a third level qualification in a relevant discipline
- Have excellent attention to detail and work diligently off own initiative
- Have some understanding of databases, data management, though this is not required
- Be capable of implementing personalised communication programmes
- Have a knowledge of graphics and video production
- Be a self-motivated, highly organized individual capable of managing several projects at once
- Be enthusiastic about working as part of the ChildVision campus
- Ability to work to set targets and deadlines expected
- Excellent communication and presentation skills in written and verbal English required
- Have excellent attention to detail and work diligently off own initiative
- Proficiency in Microsoft Office, especially Excel and Powerpoint required

Rewards and Benefits

- Fulltime contract (39 hours).
- €35-45k
- 2-year fixed term contract with possibility to renew after this period
- Agile/flexible working arrangements available.
- Annual leave of 24 days per annum.
- Support for training.
- Bike to work scheme.
- On-site parking.
- Canteen.
- Pension Scheme available to eligible candidates.



This is a great position for a talented, enthusiastic marketing expert looking to consolidate their experience and be part of a wonderful children's disability charity.

If you like the sound of working for a children's charity where you can have a real impact, send your CV to Azramujanovic@childvision.ie by 5pm on Friday, March 10th.

Applicants must have the right to work in Ireland