

	Job Description
Role	Engagement and Fundraising Executive
Reporting to	Head of Development and Communications
About ChildVision	<p>At ChildVision, we look beyond the challenges faced every day by children and young people with visual impairment and complex disabilities. We help families find heartfelt connect, a new pathway, and to see the potential for their child and young people. You can be part of this amazing organisation and see every day the impact of the money raised to ensure every child has the opportunity to live their very brightest future.</p> <p>The successful candidate will play an integral role in delivering the ChildVision fundraising strategy as part of a committed and dynamic team. This exciting opportunity will be varied and will involve interaction with all departments across the organisation to help share their stories with our wonderful supporters.</p> <p>You will be a highly motivated, creative and organised person with excellent written and verbal communication skills and a significant level of experience in a similar role. More importantly, you will be enthusiastic about joining ChildVision and have a genuine interest in the work we do.</p>
About the role	The Engagement and Fundraising Executive will be responsible for supporting a wide range of fundraising and donor activities and campaigns and will have a key role to play on the DM campaign, database management and supporting community campaign, corporate partnerships and events.
Principle responsibilities	<p>Database Management</p> <ul style="list-style-type: none"> • Ensuring quality of all data of donors from all areas of the fundraising portfolio • Ensuring the quality of leads and accuracy of profile information obtained online and offline • Driving an effective lead management process • Creating new lead generation opportunities online, onsite and across the organisation with partners, local fundraisers and community initiatives and with PR wherever possible • Ensuring all contacts are managed, communicated with expediently and in a personalised manner • Creation of a suite of thank you and onboarding / welcome letters relevant to each donor • Managing donor data privacy and preferences • Effective selection of donors for campaigns to ensure relevance, high response rates and conversion rates • Monthly updates on income, forecast updates • Updating the database and reconciling cancellations, opt outs and returns

- Managing attrition of pledge donors through saves, proactive retention communications, calling and impact reporting
- Help develop and create effective donor newsletters, appeals and acquisition campaigns based on sound fundraising marketing principles and strategies
- Generate results (response rates, average gift, ROI etc) and an end of campaign review with recommendations to maximise the income of future campaigns

Direct Marketing Co-ordination

- Manage activity for the recruitment of new donors and the retention and development of existing donors
- Manage third party suppliers (face to face agencies, printers, designers etc) to ensure projects are rolled out on time and within budget
- Work with Marketing team to assist on photography and videography shoots and associated GDPR permissions for donor materials
- Project manage the DM calendar, timeline and ensure budgets are tracked and managed with finance and suppliers

Fundraising Coordination

- Help deliver the IG Fundraising goals, taking on specific income generating projects.
- Supporting local fundraisers with the set up and administration of community and challenge fundraising initiatives
- Supporting the Head of Development and Communications and marketing team 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
- Working with the Communications and Marketing Executive to generate social media outreach and engagement – supply and creation of content and key updates on the social media platforms and responding to queries as required
- Working with the Communications and Marketing Executive to generate income through digital fundraising campaigns

Corporate support

- Supporting Corporate partners as required for fundraising activities and with materials required such as buckets, t-shirts, and other materials, sponsorship forms etc as required.

About You

- Have 2 years + experience in a donor care role, with specific experience in a direct marketing role
- Legacy experience is desirable
- CRM skills are required, ideally experience with MS Dynamics is desirable
- 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
- High level of attention to detail and ability to work on own initiative expected.



- Have a strong understanding of data management and data protection legislation expected
- Capable of implementing personalised communication programmes via direct mail, email and phone

Rewards and Benefits

- Salary €38-45k depending on experience
- Annual leave 24 days per annum
- Hybrid working model
- Two year fixed term contract with possibility to renew

Application Details

Please submit a CV and cover letter to Azramujanovic@childvision.ie by 5pm on Friday, March 10th.