

HUGG Fundraiser

Job Title	HUGG Fundraiser
Post Available	Part Time – 3 days per week or 5 mornings 1 year fixed contract (initially)
Closing Date	19 th June 2023 Email CV and cover letter to recruit@hugg.ie Subject: Fundraising
Proposed Interview Date	Friday 23 rd June 2023
Base	Work remotely from home
Employer	HUGG – Healing Untold Grief Groups CLG
Organizational Area	Nationwide
Reporting Relationship	HUGG CEO
Post	We are seeking an energetic, dedicated individual to build our Corporate engagements and develop a fundraising strategy for HUGG
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Identify, secure and grow corporate partnerships in a creative and engaging manner. • Contribute to the development of HUGG’s fundraising strategy and budget processes. • Grow, develop and nurture a network of corporate relationships/philanthropic partnerships to support the achievement of HUGG’s fundraising plans. • Develop high quality fundraising proposals in line with the criteria required. • Proactively research Trusts and Foundations, completing applications for funding and submitting in a timely manner. • Represent HUGG at presentations, meetings and networking events. • Collaborate with other members of the team on fundraising projects and initiatives. • Liaise with the Administrator regarding planning and implementing online campaigns and initiatives.

Skills, competencies and/or knowledge	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum 3 years' experience in a similar fundraising, marketing, business or communications role. • Educated to degree level in a relevant field, such as marketing, communications or business. Equivalent business experience will be considered. • Knowledge of the Irish fundraising landscape and the not-for-profit sector. • Proven track record in Fundraising /Corporate PR • An understanding of fundraising activities such as events, corporate giving, and individual fundraising • Able to communicate effectively and maintain professional relationships with a range of individuals/organisations • Ability to work under own initiative remotely • IT literate, confident in the use of the Microsoft office suite of programmes such as Outlook, Word, PowerPoint and Excel. • Knowledge of social media and digital marketing <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience on a CRM system such as Salesforce • Knowledge of Data protection regulations and guidelines.
Competition specific selection process	<p>Short listing will be carried out on the basis of information supplied in your curriculum vitae and letter of application at the closing date.</p> <p>The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and knowledge section of this job specification.</p>
Remuneration	€30,000 – 3 days per week
Annual leave	14 days
Probation	6-month probationary period