



Job Description

Position Title:	Events/Fundraising Coordinator
Programme:	Corporate Services
Location	Clonliff College, Clonliff Road, Dublin 3
Work Schedule:	Working hours are generally 35 hours per week; however, flexibility is required in order to attend meetings and presentations in the evening, and/or events run in evenings or at weekends.
Contract Type:	12 months (Fixed Term)
Salary:	Depending on Experience
Role Purpose:	The Events/Fundraising Coordinator is responsible for the production of fundraising initiatives from conception through to completion in Crosscare. The person will build on the existing events and fundraising portfolio in order to generate an appropriate financial return for 2010 across the Archdiocese.
Reports to:	Corporate Services Manager
The Role:	Responsibilities: <ul style="list-style-type: none">• To develop and grow a portfolio of new and existing events and to help maximise the fundraising income from these events for Crosscare• Assist with the organization and execution of existing Crosscare fundraising initiatives.• Responsible for achieving an agreed money-raising target by running such events.• Building a strong face to face, telephone and online network of personal relationships with venue providers, donors and potential donors.• Provide data to the Finance team in an accurate

	<p>manner at the end of each event.</p> <ul style="list-style-type: none"> • To raise awareness of Crosscares work, aims, goals and ethos • Ensure legal, insurance and health and safety obligations are adhered • Ensure the smooth running of each event • To establish a database of donor contact information • Preparing mail shots and correspondence • Providing post event evaluation and reports.
<p>The Holder:</p> <p>(Qualification/Skills Requirements)</p>	<p>Education Requirements:</p> <p>Job skills/Experience:</p> <ul style="list-style-type: none"> • Possess a third level qualification in a relevant discipline. • Must have 3-5 years experience working in the charity event management and/or fundraising sector. • Experience in compiling promotional material, researching and drafting fundraising proposals • Have a proven track record in budget management <p>Personal Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal and organizational skills • Creativity, imagination and an entrepreneurial attitude towards fundraising; • Has strong budget management skills • A proactive attitude, drive and enthusiasm to carry out projects to conclusion; • The ability to establish productive relationships with people at all levels • Work under pressure and meet strict deadlines; • Good organisational and project management skills; • Full clean drivers license with access to own car