

Job Title: North West Regional Fundraiser
Reporting to: Head of Fundraising
Location: North West - (Galway, Mayo, Sligo, Donegal,
Roscommon, Leitrim)
JobType: Full time – I year contract

Job Description

The Irish Heart Foundation is one of Ireland's leading charities, committed to the reduction of premature death and disability from heart disease and stroke.

A Regional Fundraiser is required to implement the Foundation's fundraising plan and introduce and develop fundraising activities in the North West Region. Primarily working from home this target driven position offers the successful candidate a key role within the fundraising team and the person appointed faces a very busy and challenging job.

Specific duties to include:

- Secure support for the Foundation's national fundraising activities, in particular Happy Heart Weekend
- Help develop and implement the Foundation's fundraising plan for North West
- Enhance and develop existing church gate collection programme for the region
- Introduction and development of new events and activities in the region.
- Management of volunteers and development of new support networks throughout the region.
- Introduction of new fundraising events in each area co-ordinating all aspects including public relations and media enquiries.
- Preparation of weekly activity reports for Head of Fundraising and attend regular update meetings.
- Engage in any other duties requested by the Foundation. This may include involvement in health promotion activities, training, research and advocacy.

Essential Skills & Competencies:

- A self motivated person with experience in volunteer recruitment and developing fundraising events.
- Extensive planning skills with attention to detail.
- A broad contact base with community/social/sports groups to develop the volunteer network for all activities.
- Excellent sales and communication skills
- Proficiency in Word, Powerpoint and Excel is essential while experience of using a database is an advantage
- Full clean driving licence
- The ability to multi-task with a flexible approach.
- Target driven and ambitious
- Immediate Start - Must be able to hit the ground running

This job description may be reviewed and updated in line with the needs of the business

Applications:

Please forward a cover letter and CV to:

Valerie Ferguson, HR Manager

Email: vferguson@irishheart.ie

Closing Date: Friday 22nd January 2010

Telephone: 01 6685001

The Irish Heart Foundation is an equal opportunities employer