



The Irish Heart Foundation is Ireland's only charity dedicated to the reduction of premature death and disability from heart disease and stroke. Over 90% of our income comes from public and corporate donations. To continue and to expand our work in advocacy, research, education, information and patient support, our aim is to significantly increase our fundraising income. We are now looking to recruit an

Activity Events Fundraiser

Role

- Full Time – 1 Year Contract
- Working from Head of Office
- **Flexibility around significant levels of evening & weekend work and foreign travel**
- Reporting to Head of Fundraising

Role Objective

- To develop, co-ordinate and implement a programme of Activity based events both IHF and 3rd party such as walks, international treks, marathons, cycles etc to achieve **aggressive** income targets
- Identify, recruit and manage potential participants and develop new support networks within Community, Business, Sporting, Religious and other groups to drive participation levels and income.
- Promote awareness of the events, the IHF and its work, the benefits of physical activity to heart health and the need for public donations

General

- Maintain effective communication with participants, past and potential participants and help them to achieve their fundraising targets
- To play an active role in the overall fundraising team
- To keep up to date with all IHF activity to identify cross-divisional opportunities
- To maintain and ensure all information on past and potential participants is accurately update on the IHF Thank Q database
- To report regularly to the Head of Fundraising on income vs target
- To understand and adhere to the values and objectives of the IHF
- To undertake any work that is requested by the Head of Fundraising.

Essential Skills & Experience

- Very energetic and positive attitude
- Ability to prioritise, plan and organise own workload

- Selling & Relationship Building skills
- An understanding and experience of organising participant focused events
- An ability to recruit, manage and motivate participants
- An understanding of relational databases
- Strong computer and MS Office skills
- Good interpersonal and communication skills
- Strong Team member
- Commitment and flexibility
- Full Clean Driving Licence

Desirable skills & qualifications

- 3rd Level qualification in Marketing / Business
- Fundraising experience
- Project Management skills
- Interested in the goals of the IHF

Closing Date:

The closing date for applications is Friday 05th March 2010

Applications:

Please forward a cover letter and CV to: Valerie Ferguson, HR Manager

Email: vferguson@irishheart.ie

The Irish Heart Foundation is an equal opportunities employer