

# Community Fundraising Executive

CANDIDATE BRIEFING  
DOCUMENT



June 2023

# ORGANISATIONAL BACKGROUND



At ARC our mission is to provide psychological, emotional, educational and practical support to people with cancer and those who care for them, through a warm, welcoming, and client-centred approach. We aim to ensure that everyone in Ireland is aware our services, so that anyone who may need our support can access us.

We provide care and support to people recently diagnosed, are in treatment, finished treatment, or caring for a loved one with cancer, providing survivorship programmes, complementary therapies, counselling and drop-in services. Founded in 1994, our services are confidential, professional, and caring, and are provided free of charge across our 3 Centres located close to the major oncology hospitals in Dublin.

# VALUES

ARC Cancer Support Centre's core values underpin our mission, guide our behaviour and our decision making, and unify the organisation. These values, which are critical to our mission, are:

**Empathy** – We feel what the client sitting with us feels. We understand their experiences and emotions and offer unconditional compassion and empathy.

**Confidentiality** - Confidentiality is of utmost importance to us, as it establishes trust and creates a safe environment for clients to talk freely. We respect that all clients and members of ARC are entitled to privacy and have a strict Confidentiality Policy in place, in accordance with the Data Protection Act.

**Support** – Because of a cancer diagnosis, many people feel fear, panic, isolation and sadness. ARC provides emotional support and a sensitive, understanding approach to help individuals accept and deal with their difficulties, their illness or the cancer diagnosis of a loved one.

**Empowerment** - The cancer journey can be painful and difficult, but we aim to empower cancer survivors to take an active role in looking after their own physical, mental and emotional well-being, to build confidence to face the challenges ahead, and to feel hopeful rather than helpless.

# GOVERNANCE

ARC Cancer Support Centres are governed by a Voluntary Board who are responsible for the organisation achieving its strategic aims, remaining commercially viable and the overall governance of the organisation. The Board is currently chaired by Orla McMahon and is comprised of 9 members.

# FINANCIALS

In the year ending December 2021, ARC Cancer Support Centres had a year of strong performance with total income of €1,325,341 million. During the same period, its total expenditure was €1,072,602 million.



# CONTEXT FOR APPOINTMENT

ARC Cancer Support Centres (ARC) is currently recruiting for the position of Community Fundraising Executive.

Reporting to the Fundraising Manager, the Community Fundraising Executive will have shared responsibility for growing income and maximising opportunity from ARC's events and community fundraising, while building sustainable relationships with our fundraisers.



## THE POSITION

<b>Title</b>	Community Fundraising Executive
<b>Reporting to</b>	Fundraising Manager
<b>Place of Work</b>	557/559 South Circular Road. Dublin 8, with some flexibility in hybrid working available.
<b>Working Hours</b>	Full-time – 35 hours per week, excluding breaks.
<b>Duration</b>	Fixed term – 12-month graduate traineeship
<b>Salary</b>	€27,000

## ROLE SUMMARY

ARC Cancer Support Centres are seeking to an ambitious and talented **Community and Fundraising Executive** to their team as part of the For Purpose graduate programme.

The role will be based in ARC Cancer Support Centres office in Dublin 8.

This is an ideal opportunity for a graduate whose ambition is to work in the nonprofit sector providing support to people with cancer through ARC's events and community fundraising.

## Community and Fundraising Events

- In collaboration with the Fundraising Manager, support on the delivery of an annual calendar of supporter-led and ARC-led events and campaigns, providing project management, logistical and administrative support.
- Proactively manage and develop ARC's community fundraising program with the support of the Fundraising Manager, acting as the lead contact, and providing consistent, warm support and donor care for ARC's community fundraisers.
- Guide, support, and develop relationships with fundraisers and supporters, demonstrating in-depth knowledge and understanding of the supporter journey to deepen relationships and increase repeat support.
- Lead on the management of all fundraisers through digital platforms, developing excellent donor communications and providing support to ensure fundraising and relationship success.
- Be the first port of call for all fundraising enquiries, ensuring all fundraisers are responded to efficiently and with excellent donor care.
- Support the Fundraising Manager to develop a range of plans that enable ARC to achieve its income targets through community fundraising activities and events.
- Identify opportunities to design, test and implement new events and campaigns
- Navigate CRM systems, using the fundraising database to record and track all supporter information, extracting and segmenting data as needed to identify trends, improve donor communications, and guide decision-making.



## Fundraising Team Support

- As we develop our donation processing procedures and donor management onto our fundraising database, become fully competent at all aspects of donation processing, including postal, phone, website and online giving platforms such as JustGiving, Facebook etc.
- Contribute and collaborate with the fundraising team on the development and planning of ARC's fundraising activities.
- Collaborate with all internal teams, departments, and external agencies as appropriate to build and develop relationships.
- Provide support to other fundraising team members and the wider ARC team where needed.
- As our fundraising team is evolving, and this is a new role, flexibility will be required as the role develops.

*This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisation's aims are achieved.*



**HOST A COFFEE MORNING**  
**FOR ARC CANCER SUPPORT CENTRES**  
During the summer months  
June – September



**CAKE, CUPPA AND DONATE TOO**  
All of our services are free of charge

To find out more contact Tracy on 01 215 02 50  
tracy@arccancersupport.ie  
[www.arccancersupport.ie](http://www.arccancersupport.ie)



CHARITY NO. 01971087 • COMPANY NO. 382826 • REG. CHARITY NO. 202048



The biggest Irish names  
& the best emerging talent.

**DESIGNER  
FASHION  
SHOW**

## PERSON PROFILE

This is an ideal opportunity for a graduate with a third-level degree of any discipline interested in working in the charity and community sector.

We are searching for energetic and motivated individual to join ARC Cancer Support Centre's team and to be a part of the For Purpose programme.

The successful candidate will inspire, empower and support community fundraisers to achieve their best fundraising results for ARC, by nurturing long term relationships with new and existing community and event fundraisers to increase revenue, reduce supporter attrition, and grow supporter loyalty. They will proactively look for opportunities to maximise fundraising activity and income and raise the profile of ARC.

## CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
Third level qualification (min. level 8) in any discipline	✓	
Excellent communication and interpersonal skills.	✓	
Excellent planning and organisational skills with proven ability to manage multiple projects, prioritise time and resources and thrive in a fast-paced, dynamic working environment.	✓	
Excellent administration and IT skills, with strong proficiency in Microsoft Office tools.	✓	
Exceptional and engaging written and oral communication skills.	✓	
Flexible, resilient, and emotionally agile, with a high level of self-awareness.	✓	
Demonstrate passion and commitment to ARC Cancer Support Centres ethos and values: Empathy, Confidentiality, Support and Empowerment.	✓	
Strong empathy with and for ARC's community of customers, volunteers and supporters.	✓	
Warm, collaborative, enthusiastic, and FUN attitude!	✓	
Fluency in written and spoken English.	✓	
Willing and able to work outside of normal hours to support fundraising activities as necessary	✓	



# Benefits

The successful candidate will receive:

- 24 days annual leave.
- 2 additional complimentary leave days - Good Friday and Christmas Eve.
- 5% matched contributory Pension.
- Access to discounted group health insurance scheme.
- Paid sick leave entitlement.
- Employee Assistance Programme.
- Bike to Work Scheme.
- Career progression opportunities
- One-to-one mentoring sessions with an experienced non-profit professional.
- Learning seminars hosted by sector leaders.
- Access to a professional network.

# APPLICATION PROCESS



Recruitment for this role is being managed exclusively by For Purpose.

To apply, please send your Cover Letter and CV (**in Word doc format only**) to [aoife.duff@forpurpose.ie](mailto:aoife.duff@forpurpose.ie)

Closing date for applications is **Friday, 21<sup>st</sup> July 2023**.

- Email [aoife.duff@forpurpose.ie](mailto:aoife.duff@forpurpose.ie)
- Address The Academy, 42 Pearse St, Dublin, D02 YX88
- Telephone 086 775 9352
- Website <https://forpurpose.ie/>

Click [here](#) for more information on ARC Cancer Support Services