

Fundraising & Development Executive

CANDIDATE BRIEFING DOCUMENT



July 2023

ORGANISATIONAL BACKGROUND



Epilepsy Ireland was established in 1966 and is the national organisation working for people with epilepsy and their families. Our vision is to achieve a society where no person's life is limited by epilepsy. Our work encompasses:

- Information, training and support services for people with epilepsy and their families, delivered from head office in Dublin and 10 regional offices.
- Education and training for health professionals.
- Raising awareness and improving public understanding of epilepsy.
- Advocating on behalf of people with epilepsy.
- Funding and supporting epilepsy research.



VISION

“Our Vision is to achieve a society where no person’s life is limited by epilepsy.”

MISSION

To empower all those affected by epilepsy to achieve their full potential by providing high-quality community-based support and education, raising public awareness, conducting effective advocacy and supporting research.

VALUES

- Respect
- Empathy
- Support
- Person-Centred
- Empowerment
- Collaboration
- Trust

GOVERNANCE

Epilepsy Ireland 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 Cathy Grieve and is comprised of 11 members.

FINANCIALS

In the year ending December 2021, Epilepsy Ireland had a year of strong performance with total income of €1,532,380 million. During the same period, its total expenditure was €1,557,578 million.

CONTEXT FOR APPOINTMENT

Epilepsy Ireland is currently recruiting for the position of Fundraising & Development Executive.

Reporting to the Fundraising Manager, the Fundraising & Development Executive will act as an ambassador for Epilepsy Ireland in pitching for and negotiating support from third parties, actively stewarding existing supporters, and engaging our supporters in a range of digital and community-based campaigns.



THE POSITION

Title	Fundraising & Development Executive
Reporting to	Fundraising & Development Manager
Place of Work	249 Crumlin Road, Dublin 12, with some flexibility in hybrid working available.
Working Hours	Full-time – 35 hours per week, Monday – Friday.
Duration	Fixed term – 12-month graduate traineeship
Salary	€27,000

ROLE SUMMARY

Epilepsy Ireland are seeking an ambitious and talented **Fundraising & Development Executive** to join their team as part of the For Purpose graduate programme.

The role will be based in Epilepsy Ireland's office in Dublin 12.

This is an ideal opportunity for a graduate whose ambition is to work in the nonprofit sector promoting Epilepsy Ireland to potential new donors, corporate partners, and other relevant bodies.

Fundraising

- Working with the Fundraising & Development manager to design & implement new and innovative income generation strategies for the organisation comprising digital, campaigns, and direct marketing fundraising approaches.
- Supporting our engagement with corporates and the wider business community with a view to securing financial support for the work of Epilepsy Ireland through pitches, proposals, and attendance at certain networking events.
- Assisting the Fundraising & Development Manager in designing our annual flagship fundraising campaigns and developing a promotional strategy to implement these campaigns effectively.
- Expanding digital and events fundraising to maximise engagement with and income from campaigns.
- Streamlining digital fundraising infrastructure and processes in collaboration with organisational stakeholders.
- Acting as a central point of contact for volunteers holding events in support of Epilepsy Ireland and assisting in the supervision and training of fundraising volunteers.
- Assisting the Fundraising & Development Manager in broadening the organisations membership base.
- Implementing strategies to strengthen our regular giving base and assisting with the promotion of legacy giving.
- Collaborate with colleagues and contribute to the overall strategic development of the organisation.
- Developing relationships with groups and societies, schools and other appropriate organisations with the aim of converting their support into fundraising activities.
- Ensuring compliance with cash handling, banking, gift acknowledgement, and receipting policies.
- Ensuring that all fundraising events are carried out in a safe, efficient and cost-effective manner.
- Responding to public queries, fundraising, and general administration tasks.

General Duties

- Demonstrate a commitment to the work of Epilepsy Ireland and to carry out the work of the organisation in an efficient and effective manner.
- Uphold the reputation of the organisation and represent Epilepsy Ireland in a professional manner.
- Ensure all activity complies with Epilepsy Ireland's policies and procedures, the Fundraising Codes of Good Practice, legislation governing charity activity, and the GDPR.
- Participate in Epilepsy Ireland's performance management system, taking ownership of professional development, and engage in regular supervision and appraisal.
- Participate in relevant training and development courses as agreed with your manager.
- To be vigilant to any health, safety and welfare risks in the workplace.
- Undertake any other duties as might be reasonably assigned from time to time.



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.

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 Epilepsy Ireland's fundraising team and to be a part of the For Purpose programme.

The successful candidate will be a natural and engaging communicator with an understanding of strategic business development and supporter cultivation.

If you are a driven, creative individual looking to play a key role in developing and implementing key fundraising strategies that will secure the financial future of Epilepsy Ireland, we would like to hear from you.

CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
Third level qualification (min. level 8) in business, marketing, arts, social science, or other relevant discipline.	✓	
Excellent verbal and written communication skills.	✓	
Excellent interpersonal, presentation, and sales skills.	✓	
Ability to work well in a team and on own initiative.	✓	
Ability to work to tight targets and deadlines.	✓	
An ability to demonstrate versatility and work in a multi-disciplinary environment.	✓	
Flexibility, enthusiasm, and motivation to succeed.	✓	
Strong IT skills and experience, especially working with MS Office suit including Word, Excel, PowerPoint and Teams.	✓	
Access to reliable transportation.	✓	
Experience with Canva or other design tools.		✓
Some understanding of epilepsy and the wider voluntary sector in Ireland.		✓



NON-PAY BENEFITS

The successful candidate will receive:

- 22 days annual leave.
- Company days on Good Friday as well as Christmas Eve when it falls on a weekday.
- Time off in lieu of occasional evening and weekend working as well as some travel within Ireland.
- 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

Closing date for applications is **Friday, 4th August 2023.**

- Email 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 Epilepsy Ireland

*The role will be subject to Garda Vetting and reference checks.
Epilepsy Ireland is an equal opportunities employer.*