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**Job Description: Fundraising Executive**

**Position:** Fundraising Executive  
**Location:** Belfast with opportunity for flexibility  
**Reports to:** Director of Fundraising & Communications  
**Salary:** Band 3 £33,000 - £41,000  
**Contract:** Full-Time, Permanent

**About Co-operation Ireland:**  
Co-operation Ireland is the leading peace-building charity on the island of Ireland. Our mission is to promote reconciliation and peacebuilding through cross-community and cross-border initiatives. We work with communities, schools, and organisations to foster mutual understanding and respect.

**Job Summary:**  
Co-operation Ireland is seeking a dynamic, Fundraising Executive to join our team. The successful candidate will be responsible for managing and nurturing relationships with our existing corporate supporters while actively developing new partnerships within the corporate sector.

**Key Responsibilities:**

1. **Relationship Management:**
   * Manage and cultivate relationships with existing corporate supporters to ensure ongoing engagement and increased support.
   * Act as the primary point of contact for corporate donors, providing regular updates on the impact of their contributions and opportunities for further involvement.
   * Liaison with programme delivery teams to support appropriate engagement with donors supporting programme delivery
2. **Corporate Donor Development:**
   * Identify, research, and approach potential new corporate donors.
   * Develop tailored proposals and presentations to secure new funding partnerships.
   * Work closely with senior business leaders to understand their corporate social responsibility (CSR) objectives and align them with Co-operation Ireland's mission.
3. **Fundraising Strategy:**
   * As part of the fundraising team contribute to the development and execution of the organisation's fundraising strategy.
4. **Proposal and Grant Writing:**
   * Prepare compelling and persuasive funding proposals, grant applications, and reports for corporate partners.
   * Collaborate with the programme and communications teams to ensure all proposals accurately reflect Co-operation Ireland’s work and impact.
5. **Event Coordination:**
   * Plan and coordinate events, including corporate networking opportunities, to engage potential donors and raise awareness of Co-operation Ireland’s initiatives.
6. **Reporting and Analysis:**
   * Monitor and report on fundraising performance, providing regular updates to the Director of Fundraising & Communications and senior management.
7. **Stakeholder Engagement:**
   * Build and maintain strong relationships with senior business leaders, CSR managers, and other key stakeholders in the corporate sector.
   * Represent Co-operation Ireland at corporate events, conferences, and meetings, confidently promoting our work and securing support.

**Qualifications and Experience:**

* **Experience:**
  + Minimum of 2 years of experience in fundraising or a related discipline, with a proven track record of securing corporate support.
* **Skills:**
  + Strong relationship management and communication skills, with the ability to engage and influence senior business leaders.
  + Experience in developing and delivering successful proposals and presentations.
  + Excellent organisational skills, with the ability to manage multiple projects and deadlines.
  + Proficiency in using Microsoft Office Suite.
* **Attributes:**
  + Confident, proactive, and results-driven with a passion for Co-operation Ireland’s mission.
  + Strong networking skills with the ability to identify and develop new opportunities.
  + High level of integrity and commitment to maintaining donor confidentiality.
* **Education:**
  + Desirable - Degree in Business, Marketing or Communications, or a related field.
* **Other**
  + Driving licence and access to car is essential.
  + Available to occasionally work extended hours when required.
  + Able to travel and stay overnight at off-site locations as required.

**Application Process:**  
Interested candidates submit their CV and a supporting statement of no more than 250 words to

[vacancies@cooperationireland.org](mailto:vacancies@cooperationireland.org)

**Deadline for applications is Friday 20th December 2024**

All applicants will be emailed an equality monitoring form on receipt of their application.

**Interviews will take place in Belfast week commencing 6th January 2025**

Co-operation Ireland is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.