

Job Description

Job Title:	Fundraising & Communications Coordinator
Reporting to:	CEO
Base:	North Brunswick Street, Dublin 7 – hybrid working arrangements
Contract type:	Permanent
Weekly Hours:	35 hours per week: Monday to Friday, 9.00am to 5.00pm
Salary:	Subject to experience

Organisation overview

Parkinson's Ireland (PI) is a charity based in Dublin with branches throughout the Republic of Ireland. The aims of PI are included in the PI strategic plan which can be viewed at the following link:

<https://www.parkinsons.ie/strategic-plan-2023-2027/>

PI delivers a broad range of services and supports to meet the needs of people with Parkinson's disease and their loved ones, with a specific focus on healthcare supports, advocacy, information, and advice. Currently our primary objective is to finance the provision of Parkinson's Nurse Specialists, and other allied health professionals who work with people with Parkinson's disease, ideally working in association with neurologists or geriatricians, based in the community.

Key duties:

Fundraising:

- **Fundraising events and campaigns**

Be fully engaged with fundraisers and donors in the PI community as required. Provide full administrative assistance to all events and campaigns.

Activities will vary but include anything from providing direction with how to set up online donations, sending out sponsorship / PI merchandise packs, and attending the event/activity should the need arise.

- **Grants**

Preparation of grant applications and supporting documentation.

- **Business development**

Working with the CEO on progressing the fundraising strategy, including identifying additional funding streams and designing new income generation initiatives.

- **Corporate/major donors**

Supporting corporate engagement such as creation of presentation material, corporate partner applications, and other collateral as required.

- **Donor engagement and content creation**

Engage with donors on a regular basis by way of phone, email and in-person. Provide content on donor and fundraising stories, and impact reports.

- **PI merchandise**
Assist with ensuring all merchandise is securely stored, kept up to date and readily available to all members and Branches as required.
- **Reporting**
Provide regular reports on fundraising activities and income.

Communications:

- **External communications, information resources and PR**
Take the lead on drafting external communications such as articles for the website, press releases, pre-budget submissions etc. Supporting the generation of PR materials, resources for people with Parkinson's and their loved ones e.g. newly diagnosed booklet. Co-ordination of photocalls, video shoots etc. at events.
- **Social media**
Take full responsibility for the posting, messaging, and monitoring of all PI Social Media activity on all platforms. Ensure all positive and/or negative comments are regularly reported to the CEO and PI team.
- **Digital content creation**
Creating and editing content such as short videos, to convey stories in an engaging manner. Working with other PI team members and branches to assist in promoting the activities of the charity, e.g. creating posters and Canva resources.
- **Annual communications plan**
Working in conjunction with the communications sub-committee to progress the annual communications plan and digital marketing initiatives.
- **Weekly PI Newsletter (Ezine)**
Research and source all content and photos from the PI branches and other sources, prepare the newsletter for approval and ensure it is delivered, via email, by close of business every Friday.
- **PI website**
Ensure the PI website is always kept fully up to date on a daily basis. Fully participate, as required, in any website upgrades / re design.
- **IT**
Provide the basic technical 'super user' administration support of Microsoft 365 to the Board members, employees and branches as required. Provide support across the other systems as required.
- **Branch meetings & activities**
Take the minutes of the quarterly branch meetings and assist with the hosting of the online Zoom classes. Liaise with instructors, set up Zoom links where needed and expand online

services.

- **Garda Vetting**
Take full responsibility for all PI Garda Vetting activities and ensure all applications are fully compliant with the Garda Vetting policy and procedures.
- **General office activities**
Ensure all telephone, post and/or email enquiries are directed to the relevant person or branch committees. Assist with setting up the weekly Zoom webinars/ classes. Assist with any miscellaneous administrative tasks.
- **Other**
Such other duties as determined by the CEO.

Person Specification:

Qualification & experience:

- Must have a third-level qualification (minimum level 7 or equivalent).
- Previous experience in fundraising/communications in the not-for-profit sector is desirable.
- Must have excellent verbal and written English language skills.
- Experience in creating graphics and video. Previous use of Canva is desirable.
- Good all-round IT skills including Microsoft Outlook, Word, Excel and PowerPoint.
- CRM skills are an advantage.
- Previous experience of using social media and fundraising platforms in a professional environment is desirable.

Key Competencies:

- Willing and capable of taking on responsibility and the ability to multitask.
- Enthusiastic, innovative, and creative.
- Must be able to communicate well and be able to work well within a team.
- Proven time management with the ability to deliver to tight deadlines.
- Must have strong attention to detail and the ability to work diligently off own initiative.
- Must be passionate about the aims of PI and assisting people with Parkinson's disease and their loved ones.

Parkinson's Ireland is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or any other characteristic protected by applicable law. We embrace diversity and inclusion as essential elements of our workplace culture and strive to create a supportive and respectful environment where all individuals are valued.

Please Note: Job descriptions reflect the present service requirements and may be subject to review and amendments to meet the changing needs of the service.



Closing date: Friday, the 20th of June 2025 at 5pm.

To apply: please send your CV and a cover letter to shane@parkinsons.ie