**Partnerships and Philanthropy Officer** 35hrs pw, 2yr Fixed Term (with possibility of extension)

**Location** Hybrid, Belfast/Dublin Offices **Department** Fundraising and Supporter

Engagement

**Reports to** Philanthropy & Partnerships Manager **Salary Band SO1 £32,017**

**Matrix manager** N/A **Competency Level** **2**

**(if applicable)**

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| **Role Definition** | | |
| **Role Purpose**  Christian Aid Ireland’s Fundraising and Supporter Engagement Team works on an all-island basis to build a movement of individuals, churches, coalitions and other organisations to work with us for the world we want to see, where everyone can live a full life, free from poverty. The team currently consists of 14 team members. The Partnerships & Philanthropy team works closely with the other four sub-divisions – Supporter Care, Digital, Church & Community and Individual Giving.  This new role is a key part of the Partnerships and Philanthropy sub-division and will play a vital role in supporting the Partnerships and Philanthropy Manager in driving forward our strategy of both excellent stewardship and effective acquisition, in order that we can grow the impact we have on our projects around the world. The Partnerships & Philanthropy Officer will support the Manager with developing the mid and major donor programme, and in reporting to our denominational and trust partners. You will develop and lead on in memory and legacy marketing campaigns, and provide administrative support in legacy estate processing.  As the Partnerships and Philanthropy Officer, you will work collaboratively with colleagues across Ireland and Christian Aid globally to gain a sound knowledge of Christian Aid’s programmes, strategy, mission and vision.  **Key Outcomes**   * **Mid-value donor portfolio:** There will be an increased level of both unrestricted and emergency income from this donor portfolio through the development of key appeals materials, and personalised stewardship journeys for these donors.   High quality research will lead totheidentification of new potential donors and cultivation of donors who have the potential to become major donors, creating a pipeline for future major gift fundraising. When appropriate strategic events will be developed, in collaboration with the Partnerships & Philanthropy Manager, planned and implemented with invitees identified and biographies compiled.   * **Major donors, trusts and denominational partners:** Assistance will be given to the Partnerships & Philanthropy Manager in gathering information on project proposals, reporting and evaluations to assist in writing compelling proposals and reports for major donors, trusts and our denominational partners.   Grants will be transferred in a timely way, and accurately through our grant management system.   * **In memory and legacy marketing:** Working with a variety of internal and external partners, both an in memory and legacy marketing plan (online and offline) will be developed to encourage supporters to include gifts in memory in their plans for their funerals, and a gift to Christian Aid Ireland in their Will.   Marketing activity will be developed to support key moments such as International Legacy Giving Day, Will to Give Week and My Legacy Month.  Through compelling engagement, funeral directors will be encouraged to raise the profile of Christian Aid Ireland within target areas, and with online tribute pages to build Christian Aid Ireland’s reputation and increase income.   * **In memory fundraising:** Through timely and sensitive communications, funeral directors and families will have the resources they need for in memory fundraising including digital platforms, envelopes and buckets. They will be thanked in a timely and appropriate manner for their generosity and thoughtfulness. * **Legacy administration:** Both Northern Irish and Irish legacy gifts will be administered efficiently and sensitively, from notification to final distribution, ensuring compliance, accuracy, and timely processing. The Partnerships & Philanthropy Manager will be supported in income forecasting and estate reviews and strong relationships with executors, solicitors and colleagues in the UK Legacy Team will be fostered.   Throughout all of this, our database records will be maintained and updated accurately and in line with GDPR regulations.  **Role agility**   * **Expected travel within Ireland per annum:** Up to 10 days * **Expected international travel per annum:** No travel * **On call/unsocial hours:** No * **Surge capacity for emergency response:** No | | |
| **Role requirements** | |
| **Relationships**  **External** Responsible for creating and maintaining external relationships with supporters, designers, fundraising colleagues in consortiums and other agencies.  **Internal** Colleagues across Christian Aid Ireland particularly in fundraising, communications and finance, as well as colleagues in Christian Aid GB and globally. | |
| **Decision making** Expected to work proactively and on own initiative with the support & guidance of the Partnerships & Philanthropy Manager  **Budgetary/savings responsibility** Responsibility of working within a given expenditure budget for certain campaign management. Shared approach taken to reaching team goals and income budgets. | |
| **Analytical skills**  This role requires excellent accuracy, attention to detail and analytical skills. | |
| **Developing self and others**   |  |  |  | | --- | --- | --- | | **Number of Direct reports** None |  | **Overall people management responsibility** Volunteers as beneficial |   The post-holder is responsible for their own work and is expected to be proactive in engaging with volunteers as required and in developing this role. | |
| **Role related checks**  **Child protection clearance** Standard **Counter terrorism screening** Not required | |
| **Person specification** | |
| **Applied skills/knowledge and expertise**  **Essential**   * Educated to degree level or with equivalent experience * Three years’ fundraising, marketing or supporter/customer service experience * Demonstrable experience and knowledge of either mid value, legacy and trusts and foundations fundraising. * Experience of producing high quality and compelling donor facing proposals, reports and other materials. * Proven ability to communicate complex messages creatively and effectively to diverse audiences through a range of different media, including face to face and in writing. * Knowledge of the principles of good donor management or customer care, and understanding of the principles of relationship building. * Ability to work flexibly, manage a number of activities simultaneously, and maintain a varied and busy portfolio, responding promptly to changing priorities when needed. * Experience of working both under pressure and unsupervised to meet agreed deadlines and standards of work. * A proactive and enquiring approach to work, and an instinct for investigative work. * Superior attention to detail * Ability to work flexibly, manage a number of activities simultaneously, and manage a varied and busy portfolio, responding promptly to changing priorities when needed. * Experience of using a CRM database. * Fluent written and spoken English * Commitment to Christian Aid Ireland’s culture and values of, dignity, equality, justice and love.   **Desirable**   * Experience of working within the fundraising or international development charity sector * Fundraising qualification * Marketing qualification / equivalent experience * Experience in legacy administration * Experience of undertaking prospect research within the charity sector * Knowledge of GDPR and data protection relating to fundraising | |
| **Digital/IT competencies required**   |  |  |  |  | | --- | --- | --- | --- | | **Word, Excel, PowerPoint** | Intermediate | **Web content design & development** | N/A | | **Internet based collaboration tools and video calling** | Intermediate | **Social Media** | N/A | | **Data Visualisation** | Basic |  |  | | |
| **DATE CREATED** | 19/08/25 |