



Job Description for Corporate & Foundations Development Manager – Maternity Cover Contract, Fundraising Team

Reporting to: Head of Fundraising and Communications, Aware

Located: Aware Head Office, 9 Upper Leeson Street, Dublin 4

About Aware

Aware is the national charity providing support, therapy, education and information to those affected by depression, bipolar and anxiety. Founded in 1985, for over 40 years Aware has been supporting individuals experiencing these conditions as well as their loved ones.

We engage with tens of thousands of people throughout the year through our free services, both online and in person across Ireland.

We have a network of over 300 dedicated volunteers and supporting the delivery of our Support Line, Support Group, Support Mail and Solace Cafe services. We also work with a large network of mental health and training professionals to deliver therapeutic counselling and a wide range of education programmes.

Our Vision

Aware undertakes to create a society where people affected by stress, depression, bipolar disorder and mood-related conditions are understood, supported, free from stigma, and encouraged to access appropriate therapies.

Our Values

Excellence, Compassion, Accountability, and Integrity.

The Role

This is a maternity leave cover contract for minimum 6 months.

The Corporate & Foundations Development Manager has responsibility for delivering income from Corporate, Foundation and Statutory sources to fund the work of Aware. The delivery of this income will require the successful individual to develop new sources of funding as well as undertaking account development and management, while working as part of the overall fundraising team.

35 hours a week, with hybrid option available, and flexible working can be considered.

Key Responsibilities

- To develop new and maintain existing relationships with key corporate, foundation and philanthropic funders
- To research and prospect new donors
- To grow revenue by informing existing and potential donors of Aware's mission and funding requirements
- To completing grant applications for funding as required
- To report on Aware's impact to existing funders
- To work as part of the wider Aware team to deliver on the organisations objectives and to ensure alignment across functions.
- Assist with the preparations, planning and delivery of Aware's key fundraising events including Harbour2Harbout, Liffey Loop and Resilience Lunch.

Knowledge & Skills

- Excellent analytical, written and presentation skills to support the work of revenue development
- Excellent interpersonal skills to work with internal and external stakeholders
- Ability to develop and maintain relationships to the benefit of Aware and partners
- Understanding of corporate, foundation and philanthropy structures
- Ability to solve problems and be flexible
- Good understanding of English language, and writing.

Essential Experience

- 3+ years in a similar role or in business development / account management with high value clients
- Full clean driving licence.
- Database management.

Salary

- A competitive salary is offered commensurate with experience.

How to Apply

- Send a C.V (max 2 pages) and cover letter (max 1 page) to careers@aware.ie, with **this job title in the subject line.**

Please note applicants must meet all 'essential experience' listed on the job description, and submissions will not be reviewed if they do not include a cover letter which explains your suitability for this role with Aware.

Closing date is Friday 16th October 2026.

Lastly please understand each application is reviewed by a member of the Aware team, not by A.I. We therefore we ask that your application be written by you **without the use of AI.**