



Job Description

Job Title: Fundraising & Events Executive

Reporting to: Head of Fundraising

Position: Full time/Permanent

Deadline: Friday 3rd April 2020

An exciting opportunity to join a fun and energetic team working on various events and fundraising campaigns throughout the year in support of raising funds to support children with Down syndrome.

About The Down Syndrome Centre

The Down Syndrome Centre opened the doors back in October 2014 to provide hands on services to children with Down syndrome. Services range from Occupational Therapy, Speech & Language, Physio, Team 21 Tots, SKIP (Special Kids Intervention programme), Baby Massage, Seminars, Summer & Easter Camps and various other programmes relevant to early intervention.

Now in our 6th year the centre is supporting over 200 children and currently developing a new strategy to develop services in line with the children's growth & development, introducing activities and support for teenagers and young adults to develop social and life skill.

An exciting new addition to the charity is the opening of the 'Together Academy' in September 2020, providing a 3rd level education in employability skills for 14 young adults.

Job Function

Working as part of a small, fun and friendly team the Fundraising and Events Executive will play a key role in managing a number of key internal fundraising initiatives as well as generating and developing new fundraising revenue streams. He/She will also be responsible in dealing with Social media and website updates in association with upcoming fundraising campaigns and events.

Tasks & Responsibilities

Fundraising

- Generate and introduce new fundraising initiatives and revenue streams to support the financial needs of the charity.
- Develop and grow existing events run by the charity eg; Rudolph Run, Charity Calendar, World Down Syndrome Day and Bunny Hop.
- Promote and build participation for external run events eg; To Hell & Back, Paris to Nice, Mini Marathon
- Responsible for developing and supporting various events run by external volunteers, building up strong relationships and helping in maximising revenue.
- Responsible for updating and maintaining the charity's website and social media platforms to run in line with services and fundraising and events information.

- Promote and work to the ethos of the charity throughout all campaigns and promotional activities, communicating the benefits, services and facilities within the centre.
- Work to matching or maximising fundraising targets set out for the current financial year.
- Project manage all promotional materials for own campaigns and projects for website and social media.
- Be flexible and willing to adapt to other roles and tasks when required.
- Flexibility to work out of hours and travel when necessary.

Skills required

- Ability to work under own initiative with a determined, positive drive.
- Ability to work to strict deadlines and multi-task, working on various projects simultaneously.
- Excellent verbal communication skills. Both verbally and written
- A strong understanding and empathy of the charity's goals and mission.
- A team player with a desire to support.
- An upbeat personality that will be evident through social media content.
- Strong networking connections.
- Strong organisational skills and time management.
- Full driving license.
- Creative and motivated and open to grasp opportunities.

Experience and Knowledge (preferable)

- 3-4 years in an events or fundraising role
- Strong skill set in social media channels, Facebook, Twitter/Instagram & website maintenance.
- Proven records of financial achievements or targets met on previous events or fundraisers.
- Knowledge of CRM systems (an advantage)
- Strong computer skills in Word, Excel & power point
- An understanding of the Charity Regulation Act. (an advantage)

This is a permanent full time role with a 6 months probationary period.

Salary DOE

To Apply: Please forward a CV and Cover letter to Sharon Dagg , CEO at sharon@downsyndrome.ie prior to **3rd April 2020** or phone 01 6618000 for more information.

Situated : Shrewsbury House, Old Bray Road, Cabinteely, Dublin 18

Expiry Date: TBD