

Major Donor & Corporate Partnerships Manager



Type: Full time, permanent

Location: Dublin 18

Salary: €45,000 +(DOE)

Closing Date: 5pm 12th July 2020

Reporting to: Chief Executive

The Role: responsible for managing and growing the corporate portfolio for The Down Syndrome Centre which includes: sponsorship, major gifts, cause-marketing, Charity partnerships and in-kind support.

BACKGROUND: The Down Syndrome Centre was set up in 2014 to provide essential support and services to children with Down syndrome. Based in Cabinteely this friendly and innovative Centre is a hub for parents and children to network, share support and receive professional support to aid a child in reaching their full potential in life.

To succeed in this role, the ideal candidate will possess the following skills and experience:

- Proven experience in corporate fundraising and CSR.
- A passion for networking, relationship building and selling
- A warm, positive attitude, excellent interpersonal skills with a can-do attitude.

If you have the relevant experience of successfully delivering substantial partnerships and the ability to grow a portfolio we would love to hear from you.

Key objectives/responsibilities:

- Meeting agreed annual income targets
- Identifying network and market opportunities; including suitable high-value and long term partnerships, as well as funding and grant initiatives;
- Managing existing corporate partnerships, building positive relationships with donors, maximising potential income and reaching annual targets
- recruiting new prospects; and developing a pitching date data-base.
- To develop compelling methods of communication including written and verbal mechanisms, innovative story-telling, and building positive relationships with influential people and negotiating effectively to achieve a positive outcome. ,
- Developing corporate engagement opportunities, including corporate support packages and employee volunteering and other engagement activities;
- Leading on new business development programmes, identifying well researched prospects with a view to securing long-term and short-term corporate partnerships.

- Preparing high quality grant applications and proposals to secure support and delivering presentations and status reports as necessary for donors, ensuring excellent stewardship;
- Working closely and supporting Fundraising colleagues on key events and appeals to ensure optimum success, and to optimise the opportunities for corporate involvement in events and initiatives;
- Ensuring activities result in sustainable income generation;
- Ensuring that fundraising activities are carried out within agreed expenditure budgets.

Requirements:

- 3+ Experience within a charity or not-for-profit organisation in a similar role
- Strong commercial acumen and a proven ability to consistently deliver on financial targets and meet agreed KPIs.
- Excellent relationship management skills with proven experience in account management and/or donor management.
- Proven experience in developing new partnerships and relationship building
- A good working knowledge of the not for profit/charity sector and of Corporate Social Responsibility (CSR) objectives.
- Full clean Irish driving license.

Preferable:

(but not essential)

- Third level qualification in business, marketing, sales or a related discipline;
- An understanding of Charity legislation (Charity Governance Code)

Please forward current CV with covering letter to confirm your interest to:

Sharon@downsyndromecentre.ie before COB on 12th July 2020