



Community and Events Fundraising Executive

About Barretstown:

Barretstown serves children affected by cancer and other serious illnesses, having served over 125,000 campers since 1994. Barretstown's essential therapeutic camps and programmes are a vital part of a child's illness journey, supported by 24/7 medical care at our 500-acre campus in County Kildare.

The Role:

Barretstown have an exciting opportunity for an innovative, energetic person who has a positive attitude, a willingness to learn and is results driven to join our Fund-Raising Team as a Community and Events Fundraising Executive.

The successful candidate will work with all third-party fundraisers to provide support and guidance on raising funds for Barretstown.

Responsibilities:

- Reporting to the Community and Events Fundraising Manager, the successful candidate will work with all third-party fundraisers to provide support and guidance on raising funds for Barretstown.
- The Executive will also help support Barretstown events and campaigns throughout the year to maximise income generating activities and provide optimum donor care. The role involves supporting incoming requests for our community supporters and providing ongoing donor care to promote and building long term relationships with our supporters.
- The appointee will be an active member of the fundraising team supporting the delivery of team objectives and adhering to best practice in fundraising standards. The successful candidate will maintain up to date and accurate database records and provide relevant reports as required.
- We are looking for candidates with event management experience, excellent communication skills, an understanding of budgets and a proven track record in delivering financial objectives. The ideal candidate will be able to demonstrate experience in developing and maintaining client relationships, strong organisation skills and good initiative.

Experience:

- A 3rd level qualification and/or events or public relations experience is desirable.
- Experience in MS Office, CRM and/or databases is desirable important in the role.

Remuneration and benefits will be discussed during the recruitment process. Closing date for the role is the 10th of February.