



Community and Events Fundraising Executive

Barretstown serves children affected by cancer and other serious illnesses and celebrates 30 years this year, 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.

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.

Reporting to the Community and Events Fundraising Manger, 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 while being fully compliant with our company fundraising. 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 in MS Word, Content Management and Data Base software are important in the role.

A 3rd level qualification in events management or public relations is desirable.

(Please note that out of hours (evenings/weekends) work is required at times, and candidates must have own transport with full clean driving licence)

Remuneration and benefits will be discussed during the recruitment process. Closing date for the role is the 6th December 2024.