

## ROLE DESCRIPTION

<b>Role:</b>	<b><i>Fundraising and Communications Coordinator</i></b>
<b>Reporting Lines:</b>	Reports to Marketing Manager / CEO
<b>Contract:</b>	Permanent, Full-Time (40 hours p/week), but will consider Part-Time; Subject to 6-month probation period
<b>Salary:</b>	Competitive (depending on experience)
<b>Location:</b>	Based in Dublin Office, currently remote as part of the pandemic restrictions. Some overseas travel may be required

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### Tearfund Ireland

Tearfund Ireland is a Christian development and relief organisation working to help some of the poorest people lift themselves out of poverty.

### Vision, Mission and Ethos

We want to see flourishing communities free from poverty and injustice. Working with local churches we transform the lives of the most marginalised through partnerships that mobilise, empower and build capacity.

We believe in the God-given inherent worth of each person and recognise our responsibility to conduct ourselves in a way that affirms respect, dignity and equal value of each individual. With our history in the evangelical Christian movement, we are committed to working through the Christian church and faith-based partners to facilitate holistic transformation for people, families and entire communities. If you'd like to join us and are in agreement with our Vision, Mission and Statement of Faith see below or contact us for more information.

To see our Vision, Mission and Statement of Faith as well as our Code of Ethics and Professional Conduct go to the recruitment page of our website: [www.tearfund.ie](http://www.tearfund.ie)

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### Role Objective

The purpose of the **Communications and Fundraising Coordinator** role is to maintain and grow Tearfund Ireland's income and increase engagement from individuals and churches across the Republic of Ireland.

### Position in Organisation

Reporting to the CEO, and working collaboratively with colleagues, you will be an excellent communicator with a passion for building relationships. With a Kingdom heart, you will facilitate ways for people to contribute through financial giving, prayer and volunteering to the way God is using the work of Tearfund Ireland. Utilising the marketing mix, you will enable Tearfund Ireland to effectively communicate with existing supporters while innovating ways to welcome new supporters into our community.

Internally, you will maintain collaborative working relationships with all staff. Working closely with the Programmes team and the Church and Networks Co-ordinator you will plan and implement the fundraising and communications activities. Externally, you will represent Tearfund Ireland to churches, to individual supporters, the general public and to businesses in person and through digital platforms. Tearfund Ireland is part of a worldwide family of Tearfund organisations with which we are increasingly sharing resources.

### Cultural Responsibilities

- Be personally committed to the Christian faith, fully embracing Tearfund Ireland's Christian ethos and signed agreement with Tearfund Ireland's Statement of Faith and Core Values, as contained in the Code of Ethics and Professional Conduct.
- Fully embrace the spiritual dimension of our work, appreciating that your influential role must wholly represent the values, culture and biblical perspective of Tearfund Ireland
- Exemplify the values of Tearfund Ireland and model behaviour consistent with Tearfund Ireland's Code of Ethics and Professional Conduct
- Engage with all colleagues to build and maintain a cohesive team and excellent working relationships.

### Key Responsibilities and Tasks

- Ensure Tearfund Ireland's ethos, values and principles are effectively maintained in all communications, events and fundraising activities.
- Build on Tearfund Ireland's reputation and relationships with churches and Christians in Ireland to maintain and grow the support base and network of volunteers.
- Demonstrate flexibility, creativity and diligence in pursuit of all fundraising and communications opportunities
- Provide direction and oversight to projects which have cross-functional involvement
- Provide information, activity reports and briefings to the CEO regularly and as requested.

### Fundraising Duties

- Working closely with colleagues develop an annual marketing, communications and fundraising plan to achieve agreed targets
- Be agile, able to facilitate in-person fundraising events, online community development and digital media campaigns
- Write proposals and grant applications for funding from private trusts, foundations and/or state agencies
- Provide regular reports on activity, digital metrics, income levels and supporter engagement
- Identify and disseminate relevant learnings on supporter activity & feedback, programme awareness, fundraising response and stories of supporter engagement.
- Potential to lead a supporter 'vision' trip so supporters can experience the work of Tearfund Ireland

### Communications Duties

- Plan, initiate, coordinate and deliver communications campaigns (e-zines, Direct Mails, Events, etc.)
- Lead in developing content for, and maintain, all communication platforms (website, social media, blogs, etc.)
- Represent Tearfund Ireland by speaking in churches, on broadcast media, at events and other public fora; raising awareness of our work and inviting people to participate
- Represent Tearfund Ireland in national and international networks, alliances and sector partnerships
- Continually grow awareness of Tearfund Ireland's work and invite others to participate.
- Manage relationships with external suppliers and the delivery of design, copy, print, web development, etc.
- Work with Supporter Engagement Team to ensure supporter database is maintained and supporter contact preferences are managed in accordance with all relevant regulatory and compliance requirements.
- Manage all communications assets according to regulatory guidelines and relevant Tearfund Ireland policies

### Additional

- Acceptance and practice of all policies as provided in the Employee Handbook
- Participation in Staff activities (Training, Team meetings, prayer times, planning days, etc.)
- As we are a small organisation you may be asked to participate in other duties to assist the development of the role or the wider organisation.

- Ensure timely submission of your own relevant and required employee forms (time sheets, leave requests, expense forms, etc.)

#### Hours and Details:

- This is a full-time role: 40 hours p/week, (will consider Part-Time for the right candidate)
- Permanent, subject to a 6-month probation period
- Travel within Ireland will be required; subject to pandemic travel restrictions
- International travel may be required, but will be discussed in advance
- From time to time the requirements of the role may lead to longer working hours or time built up, the organisation does not pay overtime, but operates a Time-In-Lieu policy.

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#### ESSENTIAL CRITERIA:

- Be personally committed to the Christian faith, fully embracing Tearfund Ireland's Christian ethos and signed agreement with Tearfund Ireland's Statement of Faith and Core Values, as contained in the Code of Ethics and Professional Conduct.
- Fully support the Tearfund Ireland approach of working through the local church and faith-based partners.
- Have a heart for the poor and marginalised and a passion to see holistic transformation of communities and individuals.
- Appreciate that Tearfund is a development organisation, working to develop the capacity of individuals and advocating for justice.
- Be a person of hope, faith and love; approaching all interactions from a posture of grace and truth.
- Have at least 4 years experience in marketing, communications, digital marketing or fundraising; or be able to convincingly demonstrate how other experience will transfer into this role
- Familiarity with the Irish Church context and culture
- Educated to third level or higher and/or equivalent professional qualification in relevant discipline.
- Excellent command of English language and proven writing skills
- Excellent ability to network, build relationships, influence
- Excellent organisational and administrative abilities
- Willing to participate in building a cohesive team environment
- Willingness to travel within Ireland
- Understanding of self with an ability to adapt your style according to the situation
- Eligibility to work in Ireland

#### DESIRABLE CRITERIA:

- Experience of fundraising or marketing in a charity or NGO
- Experience in marketing and brand management
- Experience of working and communicating in cultures other than your own
- Awareness of Tearfund Ireland's approach
- Experience of accessing donor funding, particularly from Irish government and/or the EU
- Multi-lingual
- Full valid driving licence and ability to drive within Republic of Ireland

***Application Process:***

Please submit your CV along with a short essay on:

‘Why I Would Like to Have the Job of Communications & Fundraising Coordinator for Tearfund Ireland’.

Requirements for the essay:

- Tell us why you would like to work with Tearfund Ireland,
- Explain your understanding of how Tearfund Ireland works and what you bring to the role,
- Share with us about your interests and your faith journey

The essay should be a maximum of 400 words

Please submit the essay as a PDF document.

Submit the essay and your CV to: [enquiries@tearfund.ie](mailto:enquiries@tearfund.ie)

Application deadline is 23:59 on Wednesday 16<sup>th</sup> June

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