

**Information Pack**

**Corporate Fundraising Executive**

**Based at**

**MS Ireland National Office  
80 Northumberland Road  
Dublin 4**

**( Some remote working possible)**



## JOB DESCRIPTION

Job title:	<b>Corporate Fundraising Executive</b>
Location:	Based in the National Office – (Mix of remote and office based – 2 -3 days office based)
Role Purpose	To ensure excellent deliver of supporter care and assist in the development of fundraising events and campaigns
Reports to:	Fundraising Manger
Contract Duration:	Permanent full time (will consider part time)
Salary	€35,000 - €42,000 pro rata

### The Role:

MS Ireland are now seeking a Corporate Fundraiser to raise funds from Corporates, Grants and Trusts. Responsibilities will include developing and maintaining successful partnerships with corporate supporters, specifically through donations, sponsorship, employee fundraising, trusts and grants and events, while keeping within an expenditure budget.

You'll bring at least 3 year experience to this role – perhaps from a fundraising, sales or business development environment. The role will suit someone who is an excellent communicator and a natural relationship builder.

Above all you'll be committed to working towards MS Ireland's vision, which is to enable and empower people affected by multiple sclerosis to live the life of their choice to their fullest potential.

Key responsibilities include:

- Develop and roll out a corporate fundraising plan.
- Design and deliver new corporate fundraising initiatives.
- Maintain and develop the existing portfolio of corporate relationships, providing excellent account management to maximise income.
- Secure retention of current corporate supporters.
- Identify and apply for relevant grants and trusts
- Identify and secure new corporate partnerships including Charity of the Year

and CSR opportunities.

- Plan and deliver existing and new corporate events.
- Act as an ambassador for MS Ireland, representing the charity at external events, including a wide variety of networking events and CSR corporate events including undertake public speaking.
- To liaise with other members of the fundraising team and support their activities.
- Be responsible for your own administration and efficiently organise all your own activities with support from the finance administrator and volunteers wherever possible.
- To ensure that all financial & non financial targets are achieved.
- To promote payroll giving, event participation and other corporate products.
- To work closely with the marketing & communications executives in promoting the charity's brand.

**Applications to include CV and Covering Letter, by email to [mylesm@ms-society.ie](mailto:mylesm@ms-society.ie)**

**Please ensure you identify your email by stating corporate fundraiser in the subject bar.**

**Closing Date 3<sup>rd</sup> December 2022**