

Job Description

Community Fundraising Executive

Location	Limerick City office or MS Ireland National Office, Dublin
Salary	€35,000–€38,000 per annum, depending on experience
Reporting to	Senior Fundraising Manager / Head of Fundraising
Office arrangement	Hybrid – 3 days office based. One day per month will be based in the alternative office location, depending on the successful candidate's main base

About MS Ireland

MS Ireland is the national organisation supporting people living with multiple sclerosis, their families and communities. Through information, advocacy, services, fundraising and community support, MS Ireland works to improve the lives of people affected by MS across Ireland.

Role Overview

MS Ireland is seeking a motivated and highly organised Community Fundraising Executive to support and grow community fundraising activity nationally.

The successful candidate will play a key role in delivering national community fundraising campaigns, building regional fundraising activity, supporting fundraising targets, and acting as the main fundraising contact for MS Ireland branches.

This role may be based in either the Limerick City office or the MS Ireland National Office in Dublin. One day per month will be spent in the alternative office location, depending on the successful candidate's main base.

Key Responsibilities

Community Fundraising and Campaign Delivery

- Support the planning, coordination and delivery of national and regional community fundraising campaigns, including fundraising campaign for the MS Ireland Care Centre.
- Work closely with the Senior Fundraising team to execute fundraising campaigns, ensuring activities are delivered on time, on budget and in line with agreed targets.
- Develop and support community fundraising activity across Ireland, helping to increase income and engagement for MS Ireland.
- Work towards agreed community fundraising targets, including national community fundraising campaigns and regional fundraising activity.
- Identify and develop new fundraising opportunities within communities, schools, clubs, companies, local groups and volunteer networks.
- Support individuals, groups and organisations who wish to raise funds for MS Ireland, ensuring they receive excellent guidance and donor care.
- Promote MS Ireland fundraising campaigns and events at community and regional level.

Branch Fundraising Support

- Act as the main fundraising contact for MS Ireland branches.
- Provide guidance, resources and support to branches undertaking local fundraising activities.
- Build strong relationships with branch volunteers and regional contacts.
- Support branches to identify appropriate fundraising opportunities and help them maximise income locally.

- Ensure fundraising activity is aligned with MS Ireland’s brand, values, policies and procedures.

Donor Care and Relationship Management

- Provide excellent donor care to supporters, fundraisers, volunteers and community partners.
- Maintain regular communication with fundraisers and ensure timely acknowledgement of donations and fundraising efforts.
- Support the stewardship of community fundraisers to encourage long-term engagement with MS Ireland.
- Develop positive relationships with community supporters, branches, donors and volunteers.

Planning, Administration and Reporting

- Plan, organise and deliver community fundraising activity in line with agreed targets and timelines.
- Monitor income and activity against targets and provide regular updates and reports.
- Maintain accurate fundraising records, including supporter details, fundraising activity, income information and donor care actions.
- Use Salesforce and other systems to record and manage fundraising activity, where required.
- Work closely with colleagues across fundraising, communications and regional services to maximise opportunities and ensure joined-up working.
- Ensure all fundraising activity complies with relevant charity fundraising guidelines and best practice.

Person Specification

Essential

The successful candidate will have:

- Experience in fundraising, community engagement, events, sales, customer care or a similar relationship-based role.
- Excellent communication and interpersonal skills.
- Strong organisational and time management skills.
- A commitment to excellent donor care and supporter engagement.
- The ability to build positive relationships with volunteers, supporters, branches and community groups.
- Confidence in working towards targets.
- Good administrative skills and attention to detail.
- Ability to work independently and as part of a wider team.
- A flexible, proactive and solutions-focused approach.
- Good IT skills, including Microsoft Office and general database administration.

Desirable

- Experience working in the charity or not-for-profit sector.
- Experience supporting volunteers, branches or community groups.
- Experience using Salesforce or a similar CRM system is desirable but not essential.
- Knowledge of community fundraising campaigns and events.
- An understanding of MS Ireland’s work and the needs of people living with MS.

Key Skills and Competencies

- Excellent donor care and supporter stewardship.
- Strong relationship-building skills.
- Highly organised with strong attention to detail.
- Target-focused and motivated to grow fundraising income.
- Strong written and verbal communication skills.

- Ability to manage multiple priorities and meet deadlines.
- Professional, approachable and supportive manner.
- Ability to work collaboratively with colleagues, volunteers and supporters.

Location and Travel

This role can be based in either MS Ireland’s Limerick City office or National Office in Dublin – 3 days office based.

One day per month will be based in the alternative office location, depending on the successful candidate’s main base. Some travel may also be required to support community fundraising activity, branches and events.

Salary

€35,000–€38,000 per annum, depending on experience.

Application Details:

To apply for the position please send the following documents by email to:

recruitment@MS-Society.ie

1. Cover letter, outlining your experience and suitability (by way of specific examples) for the post and your reason for applying
2. Full CV and contact information
3. Please ensure “**Community Fundraising Executive**” is referenced in the subject of the email
4. Please specify which office you would like to be based in, either Limerick or Dublin

Closing Date: 24th July 2026

MS Ireland is an Equal Opportunities Employer