**Fundraising Manager**

CBM Ireland is an international development organisation committed to improving the quality of life of persons with disabilities in the poorest countries of the world. We have a vacancy for the position of *Fundraising Manager* to lead our fundraising team.

**Duties & Responsibilities**

- Develop, lead, manage and monitor CBM Ireland’s individual giving strategy and activities, building income across all streams - cash and regular giving, legacy giving, online giving, mid and high donor giving.
- Maintain and grow existing donor base and lead on donor acquisition to achieve annual targets and KPIs.
- Raise the income required to achieve the agreed targets in a cost effective and sustainable manner.
- Manage a large direct marketing programme, developing creative with external suppliers - copywriters, designers, print and fulfilment houses.
- Ensure a culture of quality service to donors by maintaining a high quality and standard of donor care, donations and data processing, maintenance and reporting.
- Develop and monitor annual budgets, devising and implementing adjustments to both as necessary to achieve targets.
- Analyse results, interpret trends, and deliver strategic marketing direction in the development of fundraising activities as a result of learnings.
- Input into development and delivery of our digital and social media strategy.
- Ensure all activities comply with CBM’s policies and procedures, relevant professional codes of conduct and standards, regulation and legislation governing charity activities.
- Coordinate with CBM International and Member Associations to maximise resources and innovative marketing products and to share ideas, information and learnings.
- Manage two staff through regular meetings and the annual performance appraisal process.
- As part of CBM Ireland’s Senior Management Team (SMT), contribute to CBM Ireland’s strategic development.

**Person Specification**

- Educated to Degree or equivalent in relevant discipline.
- At least four years’ solid, demonstrable experience and successful track record at senior level in fundraising.
- At least two years’ experience managing a high performing direct mail programme.
- Excellent communicator with the ability to build and maintain stakeholder relationships at all levels.
- Proven ability to work on own initiative, manage budgets, deliver results and achieve targets.
- Technical knowledge and experience in direct marketing, digital platforms and database management.
- Excellent organisational skills and experience of managing a varied workload.
- Proven experience in managing resources, leading and motivating staff.
- Computer literate - proficient in using Excel and donor database/CRM systems.
- Excellent written skills and a creative flair.
- A keen interest in overseas development and understanding of the not for profit sector as well as fundraising trends and challenges.
Salary: €50,000 to €55,000 per annum, depending on experience
Contract: Full-time permanent contract after successful completion of six-month probationary period
Work hours: Monday-Friday, 37.5 hours per week, with flexi-time
Annual leave: 22 days per annum

Please submit your Curriculum Vitae with cover letter detailing why you would be suitable, and why you would like to work for CBM Ireland, by email to: recruitment@cbm.ie by 9.00am Monday 16 March 2020.

If you have any questions or would like to speak further please email us at: recruitment@cbm.ie.

CBM Ireland is an equal opportunities employer. All applicants should have the legal right to live and work in Ireland before applying for this position.