

	Job Description
Role	Community Engagement Executive
Reporting to	Community Engagement Manager
Background and Context	<p>Children's Health Foundation (CHF) is focused on raising funds to fulfil our mission of providing world class medical facilities, research and compassionate loving care for every sick child in Ireland cared for in Children's Health Ireland hospitals and urgent care centres. The Foundation supports Crumlin and Temple Street Children's Hospitals, National Children's Hospital Tallaght and Connolly Urgent Care Centre.</p> <p>The creation of Children's Health Foundation in 2019 brought together the existing Temple Street Foundation and The Children's Medical and Research Foundation Crumlin to continue to support Ireland's sickest children in their treatment journey today, tomorrow and into the future.</p> <p>This is an exciting time to join Children's Health Foundation, full of challenges and opportunities that allow us to support the hospitals in the best possible way, whether that's through family and patient support, vital research, medical equipment or redevelopment. And being embedded in the hospitals crystallises our cause and we see first-hand the impact our work has.</p>
Role Purpose	<p>Purpose of the Role - fundraising</p> <p>Reporting to the Community Engagement Manager, you will provide support on the coordination and effective management of activities across Children's Health Foundation.</p>
Key Responsibilities	<p>Role Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for building strong relationships with supporters and ensuring that the Foundation's supporter promise is fulfilled • Provide assistance and guidance to those who express interest and give a commitment to fundraise • Champion and support the Foundation's campaigns, events and activities programmes to engage supporters • Attend local and national fundraising activities and events, delivering presentations as required • Meet individual annual income targets, manage budgets, contribute and assist with the planning and development of fundraising initiatives to achieve the organisation's income target • Be responsible for the implementation of the income generation initiatives and achievement of the income targets as assigned • Develop and organise existing projects within the charity, as well as working to secure and launch new projects. Ensure each project is run effectively - well planned, marketed and supported – managing your time between each project • Day to day administration and maintenance of Salesforce database, general administration and dealing with enquires and requests from all stakeholders • Respond promptly to supporter queries via all channels including email, phone and post and ensure consistency of supporter communications and messages across all channels

- Proactively support the ongoing outreach to supporters across various channels to ensure the Foundation engages, retain and maximise support
- Maintain accurate and up-to-date supporter records on the database and ensure compliance with data protection and privacy policies
- Deliver agreed reporting to accurately manage supporter communication journeys
- Provide weekly reports to Community Engagement Manager
- Work closely with colleagues within the Foundation team to foster a team culture that is results driven, encourages accountability, innovation, kindness towards and support for colleagues, a commitment to continuous learning, and a creative approach to problem solving
- Participate in training as required
- This role includes managing our Route 66 motorcycle event, overseeing all logistical planning, coordination, and execution to ensure a seamless experience, this may involve a travel opportunity to support event operations on-site, engage with participants, and enhance overall event success.
- Ideal candidates should have strong event management skills, attention to detail, and a passion for creating memorable experiences

NOTE: The above is not an exhaustive list of responsibilities and appears as a guideline only: all Children's Health Foundation employees work as a team, with one common goal.

Experience

- Educated to QQI Level 6 desirable
- A minimum of three years' experience in a sales, marketing, events, fundraising or customer care role
- Excellent communication skills both written and verbal
- Good awareness of digital and social media tools
- Excellent organisation skills with excellent attention to detail
- Excellent computer skills, including, but not limited to, high levels of proficiency in Excel, Word, PowerPoint, Outlook, Salesforce and other applications
- Team player
- High level of energy and an exceptional work ethic
- Demonstrate the ability to build strong relationships which will be required with staff in the hospitals and our supporters
- Work during evenings, weekends and unsocial hours will be a requirement of the role
- Flexibility to travel as required
- A full driving licence and access to a car is imperative, as this position requires some travel

Terms and Benefits

- Full time permanent contract
- Fully flexible hybrid work policy
- Cycle to Work scheme
- PRSA: up to 6% contributory after six months service
- TaxSaver Commuter Ticket scheme available
- Employee Assistance Programme
- Christmas savings scheme
- Training and education grant

	<ul style="list-style-type: none"> • 21 days annual leave and four privilege days per annum
We are an equal opportunity employer	<p>We are committed to working with and providing reasonable accommodations to job applicants and employees with physical or mental disabilities.</p> <p>If you believe you need a reasonable accommodation to complete any part of the application or hiring process, please send an email to jobs@childrenshealth.ie</p> <p><i>This information will be treated as confidential and used only for the purpose of determining an appropriate accommodation for the interview process.</i></p>
Informal enquiries	<p>For informal enquiries or further information, please contact: Rachel Daly, Community Engagement Manager rdaly@childrenshealth.ie</p>
Applying	<p>Please send your CV to jobs@childrenshealth.ie by 5pm on Tuesday, 1st April 2025.</p>