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## **JOB DESCRIPTION**

**POSITION:** International Development Foundation Engagement Officer  
**DEPARTMENT:** International Development Foundation, ILCU  
**REPORTING TO:** International Development Foundation, Training & Fundraising Manager

The Irish League of Credit Unions (ILCU) International Department seeks to recruit a suitably qualified professional to be based in Dublin for the following post:

### **Background:**

*The mission of the International Department Foundation of the Irish League of Credit Unions (Foundation) is to alleviate poverty in developing countries by supporting credit unions and their representative bodies through the provision of financial and technical assistance. Over the last thirty years, the Foundation has worked to strengthen the role of credit unions and savings and credit cooperatives by sharing the success of the Irish credit union movement and the experience of international partners. The Foundation uses its experience to provide contextually appropriate transfer of skills and expertise to our partners, helping them to develop sustainable structures, procedures and practices to alleviate poverty. The Foundation has expanded considerably in recent years and supports a wide portfolio of innovative credit union partners - from rehabilitating/establishing credit unions to assisting large and long standing credit unions in Africa and Eastern Europe. We are also delivering credit union projects with funding from Irish Aid, IFAD and a number of other donor agencies, in line with best international practice.*

*Consistent with our ambitious new strategic plan we are aiming to continue to raise awareness of our work through all media platforms and continue to significantly increase the scope of our relationship and partnerships with our existing supporters – Irish credit unions – and diversify our income streams.*

### **Main purpose of Job:**

The **Engagement Officer** will be mainly focused on leading and developing all communication and fundraising activities. In addition the candidate will be expected to represent the Foundation at local and at national level. The role will also include the management of volunteer programmes. Working closely with the team the Engagement Officer will play a pivotal role in helping to realise our fundraising targets as set out in our Strategic Plan.

### **Job type:**

Permanent Position

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## Main duties

- Maintain and develop credit union support relationships and look to build on these.
- Lead and manage an excellent level of engagement with all supporters and volunteers.
- Lead the design and implementation of a new fundraising and communications strategy.
- Research, develop and implement innovative ways to diversify income streams as outlined in the Strategic Plan.
- Ensure donor and financial database is maintained to a high standard and that all data inputted is done so accurately, to enable precise reporting on activities.
- Represent and maximise the Foundation's profile at local, regional and national meetings/networking events.
- Plan, write and deliver proactive communications about the Foundation's ongoing projects and impact including Annual Report, bi-monthly e-zine and quarterly articles for CU Focus.
- Liaise with, and guide, technical advisors and in-country staff to gather content for member stories.
- Maintain an active presence on social media platforms and generate social media content to raise awareness of the Foundation's work.
- Update the Foundation's website to showcase various projects supported by the Foundation and member stories.
- Identify and execute activities to build on and enhance our current engagement programmes including overseas volunteer programmes and study visits to Ireland of credit union delegations.

### Other:

- Provide update/briefings to the Foundation Board as requested by the CEO
- Undertake as required other tasks related to the Foundation's activities.

## Person Specification

### Essential:

- Previous experience in a similar communication or fundraising role.
- Third level qualification - excellent oral, written and interpersonal communication skills.
- Strong analytical, planning, budgeting and evaluation skills
- Demonstrable experience in prioritising one's workload and conflicting demands while delivering results within deadlines.
- Diligent, highly organised with close attention to detail.
- An enthusiastic, motivated attitude and warm and courteous manner.
- Ability to establish, maintain and develop relationships with supporters, volunteers and funding partners.
- Flexible work attitude: the ability to work productively in a team and/or independently, prepared to work outside normal working hours when needed.



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International Development  
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- This position is based in Dublin, but travel will be necessary as a regular feature of this role.
- Willingness to travel overseas to developing countries.
- Interested in working as part of a small team and making a real contribution.
- Full clean driving licence.

### Desirable:

- Commitment to and familiarity with the principles and ethos of the credit union movement.
- Experience in the area of digital marketing.
- Knowledge of the non-profit sector.

Please submit CV with Cover letter via email to:

Margaret Davern, HR Adviser,

Irish League of Credit Unions,

33 – 41 Lower Mount Street, Dublin 2.

Email: [mdavern@creditunion.ie](mailto:mdavern@creditunion.ie)

Closing date for applications is **May 10<sup>th</sup> 2021**

*The Irish League of Credit Unions is an equal opportunities employer.*

**The ILCU International Development Foundation is registered in Ireland, registered charity number 20024314.**

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