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## JOB DESCRIPTION

**POSITION:** Fundraising Officer (Part-Time) Fixed Term Contract  
**DEPARTMENT:** International Development Foundation, ILCU  
**REPORTING TO:** International Programme Manager

The Irish League of Credit Unions (ILCU) International Development Foundation seeks to recruit a Fundraising Officer on an interim basis. A hybrid role based in Dublin city centre.

### Main purpose of Job:

We are hiring an interim part-time Fundraising Officer to join our team. The Fundraising Officer will be responsible for focussing on diversifying our income. This is an opportunity to create and implement new strategies to grow additional fundraising income for the Foundation. Consistent with our ambitious new strategic plan we are aiming to diversify our fundraising income, beyond our core funders i.e. credit unions, and to enhance and ensure sustainable income for our work.

### Job type:

Part-time position (2-3 days per week), duration 6-month fixed term contract

### 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. We are delivering credit union projects with funding from Irish Aid, IFAD and a number of other donor agencies, in line with best international practice.*

### Main duties

#### Research phase:

- Undertake detailed research to assess new fundraising income streams
  - Engage with Foundation staff and partners, and similar type organisations to explore opportunities available for diversifying income.
  - Put forward solid recommendations for approval by the Board
  - Once agreed, contribute to the development and delivery of an effective fundraising plan aimed at diversifying income
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## Implementation phase:

- Establish KPIs to determine all results necessary to make new fundraising activities financially sustainable, and budget for and track this performance.
- Be the point of contact for supporter enquiries and proactively engage with supporters
- Assist in the development and implementation of effective fundraising appeals, events, and campaigns
- Effectively engage with the wider organisation, ensuring cross-organisational support for fundraising initiatives

## Administration:

- Ensure adherence with the Foundation's policies, processes and systems.
- Ensuring all activities comply with fundraising regulations and data protection / GDPR requirements
- Ensure accurate processing and recording of all donations and maintain data integrity by monitoring and updating donor records for accuracy and efficiency
- Undertake other routine tasks related to the Foundation's activities as required.

## Person Specification

### Essential:

- Minimum of three years' fundraising experience with individual giving and/or corporate partnerships working with a local, national or international development organisation
  - Demonstrated success in income growth with the charity sector through exceptional relationship management
  - Track record in undertaking research with a demonstrated ability to turn research findings and recommendations into key actions
  - Comprehensive understanding of the prospect pipeline, from identification to solicitation and stewardship
  - Excellent communication and interpersonal skills, with an ability to engage and inspire
  - Excellent organisational, project management, and planning skills, with the ability to manage a demanding workload and meet deadlines, and ensure strong attention to detail
  - Enthusiastic and flexible work attitude; and prepared to work outside normal working hours if needed
  - Ability to work independently in a small team
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Desirable:

- Past experience working in international microfinance/credit union development.
- Commitment to and familiarity with the principles and ethos of the credit union movement.

**Job location:** Ireland, Hybrid role with office in Dublin city centre

**Application process:**

To apply for this role please submit your CV and cover letter detailing your suitability and interest in the role using the application link below.

<https://irish-league-of-credit-unions.hirehive.com/fundraising-officer-part-time-fixed-term-contract-dublin-yVhZd5>

Closing date for applications: 5pm Wednesday 7th May 2025

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