



Fundraising

Job Title:	Partnerships Officer
Reporting to:	Partnerships Manager
Location:	Dogs Trust Ireland – Dublin Office with hybrid working

Job Purpose

The Partnerships Officer provides quality interactions to donors across all high value relationships cross corporate, philanthropy and legacy within a matrixed team structure.

The role focuses on desk research, coordination, stewardship, impact report writing and customer experience including tours and events where required, ensuring that partnership activity is delivered effectively and to a high standard.

Working as part of a shared support model, the post-holder contributes across multiple relationships and workstreams based on individual supporter needs, supporting the team to deliver a consistent, high-quality experience for supporters.

Overview of the Department/Team

Dogs Trust Ireland is the largest dog welfare charity in Ireland, dedicated to creating a better future for dogs and their owners.

The Partnerships function is responsible for developing and stewarding high-value relationships across corporate partners, individual philanthropists, trusts and foundations, and legacy supporters. The team plays a central role in generating income, building long-term partnerships and delivering meaningful engagement with supporters.

The function is moving away from traditional functional specialisation toward a more integrated, relationship-led model aligned to the scale and needs of the organisation.

Operating within a relationship-led, matrixed model, the team works across a blended portfolio of corporate partners, donors and supporters including philanthropy, trusts and legacy supporters. The Partnerships Officer plays a key role in enabling this model by providing flexible, coordinated support across the team.

The role is primarily desk-based, with a focus on coordination and delivery support, while contributing to in-person engagement activity where required.

Key areas of accountability
Support delivery of partnerships and donor relationships Create and prepare material for relationship plans, including coordinating meetings and ensure good stewardship. Develop proposals in conjunction with the manager and draft reports and engagement proposals for donors.
Coordinate partnership activity and internal delivery Deliver agreed partnership activity with support from colleagues across the organisation using clear communication.
Maintain CRM and support data quality Prepare pipelines, ensuring appropriate visibility of prospects. Track progression of activity across the team.
Support stewardship and reporting Write impact reports, updates and communications for partners and donors. Coordinate inputs from across the organisation to ensure consistency and quality.
Contribute to customer experience and supporter engagement Provide high quality experience for supporters, including handling queries in a consistent and professional manner. This will cover all contact points including face to face meetings and tours at the rehoming centre.
Provide flexible support across the team Work within a matrixed structure, supporting multiple managers and relationships simultaneously based on priority and team need.
Any other reasonable duties.

Person Specification
<i>Essential skills, qualifications, experience, and attributes</i>
Experience in administration, coordination or fundraising support
Strong report writing and communication skills
Strong organisational and time management skills
Excellent attention to detail
Strong written and verbal communication skills
Ability to manage multiple priorities and work collaboratively
Experience using databases or CRM systems
Strong relationship management skills
Commitment to the aims and objectives of Dogs Trust Ireland.
<i>Desirable skills, qualifications, experience, and attributes</i>
Experience in fundraising, partnerships, legacy or customer engagement
Experience working in a charity or not-for-profit environment
Experience supporting reporting or communications
Understanding of supporter journeys and engagement

Our values and behaviours
The culture at Dogs Trust is based on our values and behaviours which underpin everything that we do.
We dream big
Thinking boldly – We channel our passion and commitment to be open to new ideas and possibilities, and to be brave enough to generate and try out new ways of working.
Embracing change – We have the courage, imagination and flexibility to focus on what really matters and adapt as needed to turn our dreams into reality.
We're on the ball
Staying curious – We pay attention to what's going on around us and remain open-minded. We learn from others and consider different angles and perspectives.
Focusing on impact – We are passionate about the difference we make. We use our knowledge and experience to plan our work, solve problems effectively and achieve what we set out to do.

We make things happen

Being proactive – We have a positive, can-do attitude. We actively build strong relationships with others to solve problems and create opportunities.

Working together – We are collaborative and inclusive. We create relationships based on kindness, trust and respect to bring out the best in ourselves and others.

Additional information

Requirement for travel and occasional overnight stays as well as on-call rota

Last revised: June 2026

Partnerships Department Team Structure

