



Fundraising & Development

Job Title:	Philanthropy Officer
Reporting to:	Philanthropy Manager
Location:	Dublin Office, Ashbourne Road, Finglas, Dublin 11 (Hybrid role)

Job Purpose:

Our Philanthropy Officer is responsible for account management and development of major donor relationships.

About the Department and role:

Dogs Trust is the largest dog welfare charity in Ireland. Our Rehoming Centre is in Dublin but thanks to our Regional Rehoming program, we can rehome dogs all over Ireland without the need for adopters to travel to Dublin. Last year, Dogs Trust Ireland rehomed over 1,000 dogs; we never put a healthy dog down.

We are reliant on voluntary donations to continue our work. Dogs Trust receives small levels of donations from major donors, and we believe there is tremendous potential to increase funds from these sources significantly to expand our work significantly.

As a result, Dogs Trust is seeking a fundraiser with experience of developing relationships and securing income from major donors. Reporting to the Philanthropy Manager, you will be responsible for account management of existing major donor relationships. You will help in the development of the charity's philanthropy strategy and ensure effective stewardship of all existing philanthropic relationships.

Key Job responsibilities	Approx. percentage of time*
<p>Account management, development, planning, forecasting and delivery of philanthropic strategy</p> <ul style="list-style-type: none"> Support the Philanthropy Manager in delivering the evolving philanthropic strategy for Dogs Trust, ensuring all commitments are made whilst identifying opportunities to increase the value of long-standing relationships. Support the Philanthropy Manager and Irish Management Board in attending meetings with major donors and foundations, prospect research, preparing proposals, and briefing all Dogs Trust staff involved in advance. 	50%

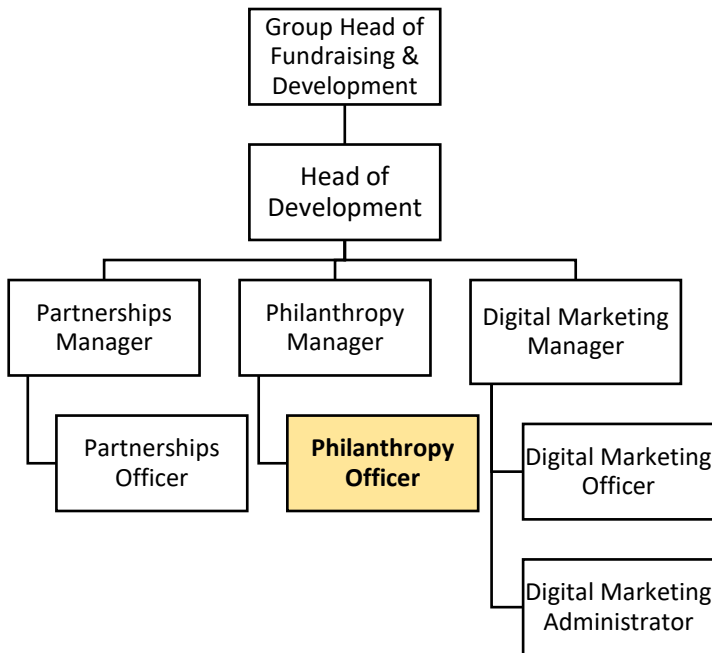
<ul style="list-style-type: none"> • Work with various staff across Dogs Trust to ensure agreed impact reporting is provided regularly to individuals who support us. • Plan and design a targeted contact strategy and an innovative and personalised suite of communications for major donors and foundations, utilising and building on materials used across Dogs Trust. • Fully utilising the annual calendar of events for prospect cultivation and the travel schedules of key staff such as the Executive Director. • Deliver annual events targeted at existing major donors at a national and local level (including one-to-one meetings, receptions, events at our rehoming centres etc). 	
Internal Relationship Management <ul style="list-style-type: none"> • Work with the Head of Development and Philanthropy Manager to ensure the Philanthropy Committee/Board are utilised fully to support our philanthropic partnerships. • Contribute to a monthly Philanthropy & Donor Marketing group to review donor pool to ensure regular and meaningful contact with philanthropic prospects. • Contribute to the creation of the Annual Report. 	20%
Maintaining wider knowledge of the philanthropic sector <ul style="list-style-type: none"> • To fully understand and adhere to Dogs Trust's reputational risk and due diligence policies in relation to major donors. • To keep abreast of the philanthropic sector, identifying any opportunities and risks for Dogs Trust. 	15%
Administrative Duties <ul style="list-style-type: none"> • Ensuring that the maintenance of Dogs Trust databases for major donors is kept up to date. • Undertake administrative responsibilities related to existing major donors including liaising with the Finance team to record income and ensuring all funding agreements are signed and returned on time. 	15%
Any other duties as may be agreed from time to time.	<5%

*For guidance only. This is averaged out over the year.

Other key areas of activity:
Management of Resources: All employees are responsible for managing their own time and resources.
Financial Responsibility:
N/A
Management of people
N/A
Health and Safety: All individual employees have a duty of care of their own health and safety and that of others who may be affected by your actions.
Data Protection: All staff are responsible for ensuring they understand and apply the rules and policy for data management.
Responsible for the accurate processing and storage of data within their remit.
Major internal and external relationships:
Internal
<ul style="list-style-type: none"> • Philanthropy Team; Partnerships Team; Donor Marketing Team; Communications and Digital Teams • Veterinary and Operations Team
External
<ul style="list-style-type: none"> • Account Management team at partner companies • Suppliers, Printers and Designers

Person specification:	A	I	E
Essential:			
Proven track record of delivering exceptional account management for major donors and foundations to meet agreed targets and creation of relationship pipelines for future philanthropic engagements	X	X	X
Articulate and credible with all audiences	X	X	X
Ability to write clearly and concisely, and to tailor written style to the needs of different donors	X		X
Ability to research and match criteria from major donor prospects with Dogs Trust activities/objectives	X		X
Strong numeracy skills	X		X
Good organisation skills, and competent in the use of Word, Excel and databases. Previous experience of Salesforce or Raiser's Edge is desirable but not essential	X	X	X
Positive attitude, pro-active, and committed	X	X	
A dedicated team worker, but also able to work on own initiative	X	X	
Willingness to travel and work irregular office hours from time to time, such as for an evening events or breakfast meeting	X	X	
A commitment to the aims and values of Dogs Trust	X	X	X
Desirable:			
Experience of working with major donors	X	X	
Experience of relationship management with VIPs/celebrities	X	X	
Experience of a similar role in charity	X	X	
Full clean Irish drivers licence			
Revised: September 2022			

When assessment will take place: A= Application; I = Interview; E = Written Exercise/Practical Task



The duties in this job description may change from time to time following a review and in discussion between the post holder and Line Manager / Director.