



**Friends of  
the Earth**

## **Friends of the Earth Ireland are hiring a Donor Care and Fundraising Officer**

*Closing date: 30<sup>th</sup> March 2022*

### **About the organization**

Friends of the Earth Ireland is a community at the heart of the growing movement here for a just world with zero pollution. Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So we need committed, energetic people on our team. We work collaboratively to advance the organization's mission, vision and values. And we look out for each other as best we can.

We are a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible.

### **About the role**

Reporting to the Head of Supporter Care and Community Building, the successful candidate will deliver the Donor Care and Fundraising programme at Friends of the Earth.

Together with the Head of Supporter Care you are responsible for advancing one of our four organizational goals:

*To ensure Friends of the Earth supporters feel they are members of a mutually supportive community and present ways for them to participate in and sustain the work of the organization for as long as it is required.*

The climate crisis is in the public mind like never before and Friends of the Earth is growing as Ireland and the world step up efforts to cut emissions fast enough to prevent complete climate breakdown. This is a role for a dynamic fundraiser who wants to make a difference to a crucial cause and help Ireland's leading climate campaigning organization meet its fundraising goals.

## Responsibilities

1	<b>Fundraising</b>	<ul style="list-style-type: none"> <li>▪ Manage our existing fundraising activities for individual giving, including our monthly giving programme and platforms and one-off donations.</li> <li>▪ Co-creating our fundraising appeals through all channels (e.g. email, social media, postal), coordinating with the Head of Supporter Care and members of staff whose areas or work are the subject of appeals.</li> <li>▪ Facilitating individuals and groups who want to raise money for Friends of the Earth from their communities, schools, colleagues etc.</li> <li>▪ Working with the Head of Supporter Care to support any agreed “corporate partners” or potential corporate partners.</li> <li>▪ Working with the Head of Supporter Care and the Director to develop our fundraising plans in individual giving, major gifts and legacies.</li> </ul>
2	<b>Donor Care</b>	<ul style="list-style-type: none"> <li>▪ Ensuring donors are thanked promptly, and receive any agreed benefits or gifts. Managing any subscriptions changes or cancellations from regular givers.</li> <li>▪ Collaborating with any volunteers and staff handling supporter and public queries from general inbox.</li> <li>▪ Working with the Communications staff to ensure supporters have easy access to information about the impact their support has on the organization's ability to advance its work.</li> <li>▪ Working with the Head of Supporter care to:               <ul style="list-style-type: none"> <li>○ Organize periodic events to show our thanks and appreciation to donors.</li> <li>○ Create opportunities for supporters to know about our work / get involved / donate</li> <li>○ Develop, in consultation with other relevant members of staff, opportunities for building a sense of belonging, community, empowerment and resilience among the members of the Friends of the Earth community.</li> </ul> </li> </ul>
3	<b>Data management</b>	<ul style="list-style-type: none"> <li>▪ Responsibility for keeping the donor care data in Salesforce up-to-date</li> <li>▪ Responsibility for tracking agreed fundraising indicators and generating related progress reports</li> <li>▪ Handling donor queries related to data protection</li> <li>▪ Working with the Head of Supporter Care to ensure data protection of our supporter data</li> </ul>

## About You

Essential skills or experience:

- At least 2 years' experience in fundraising or donor care roles
- High level of written communications skills including the ability to write fundraising appeals
- Knowledge of fundraising strategy for individual giving
- Strong project management and coordination skills
- Experience working with a CRM such as Salesforce
- Experience working with email marketing tools such as Mail Chimp, Campaign Monitor or Action Network

Desirable skills or experience:

- Qualification in fundraising or related field
- Familiarity with online productivity and collaboration platforms (e.g. MS Office, Google Suite, Dropbox, Slack, ClickUp)
- Knowledge of the Irish and global climate or environment movement
- Experience of collaborating in team-based campaigns or projects
- Experience writing and reporting on activities
- Understanding of GDPR compliance and regulations

Personal attributes and competencies:

- Commitment to the mission, vision and values of Friends of the Earth
- Ability to work with a diversity of people, communities, and cultures
- Ability to work on multiple projects or campaigns at one time
- Ability to use initiative, think creatively and work independently
- Excellent time management and prioritisation skills
- Ability to respond quickly to external events and demands while maintaining organisational priorities and goals

## **Statement on Solidarity, Participation and Inclusion**

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people who are members of an ethnic minority.

## **Terms and Conditions**

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

The working language is English, but applicants are not required to be native speakers.

**Accountability and support:** You will report to the Director

**Contract duration:** This is an 18-month fixed-term contract. The contract can be extended by mutual agreement.

**Hours per week:** This is a full time post (35 hours per week). There is a possibility the organization would consider a proposal from the successful candidate to work 4.5 or 4 days a week.

**Location:** The position is based in our office in Mount Street Upper in Dublin 2, however throughout the Covid pandemic and beyond we will continue to facilitate remote working in so far as practicable. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required.

**Annual Leave:** Full-time employees get 25 days paid annual leave a year.

**Salary:** The post is on our Senior Programme Officer payscale, with incremental pay increases every 12 months. The starting salary will be between €30,027 and €36,457, depending on experience.

**To Apply:** Send your CV with a 1-page cover letter to [jobs@foe.ie](mailto:jobs@foe.ie) by 23.59 on Wednesday 30<sup>th</sup> March – please include the role title in the subject of your email. We regret to inform you that we may not in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

### **The Protection & Safeguarding of Children and Vulnerable Adults**

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

*All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.*