



**Friends of  
the Earth**

## **Supporter Care and Fundraising Manager – Maternity Cover**

### **About the organization**

Friends of the Earth is an environmental justice organization whose 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 goals, values and mission. 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. No matter what your role is within the organization you'll need to answer phones, deal with routine office tasks and, crucially, wash the dishes and put out the bins.

### **About the role**

You will manage the Supporter Care and Fundraising programme of Friends of the Earth. This programme has primary responsibility for achieving the organizational goal 'Cultivating Our Community' as outlined in the Strategic Plan:

*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.*

### **Responsibilities**

#### Fundraising

- Managing our 2021 fundraising plans for individual giving, community fundraising and corporate associations. Reviewing performance and, with the Director, developing our plans for the first half of 2022.
- Managing our monthly giving programme and platforms, and one-off donations
- Ensuring donors are thanked promptly, and receive any agreed benefits or gifts. Managing any cancellations by regular givers.
- Leading and creating our fundraising appeals through all channels (e.g. email, postal, social media), coordinating with the Director and members of staff whose areas or work are the subject of appeals.
- Facilitating individuals and groups who want to raise money for Friends of the Earth from their communities, schools, colleagues etc.

- Managing our relationships with agreed “corporate partners”, such as Saba and Coffeeangel. And with potential partners, in consultation with the Director and subject to any corporate fundraising guidelines adopted by the Board.

### Supporter care

- Organizing periodic events to show our thanks and appreciation to donors.
- Managing the Volunteer Administration Assistant and oversee them in handling supporter and public queries from general inboxes
- Working with the Communications Manager to ensure supporters have easy access to information about the impact their support the organization’s ability to advance its work.
- Create opportunities for supporters to know about our work / get involved / donate
- Developing, 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.

### Data management

- Overall responsibility for our database
- Responsible for data protection of our supporter data
- Contact for public queries for data protection
- Liaise with head of finance and HR and the Director about overall GDPR implementation

## **About You**

### Essential skills or experience:

- At least 3 years experience in fundraising and supporter relations roles
- High level of written communications skills
- 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
- Understanding of GDPR compliance and regulations

### Desirable skills or experience:

- Qualification in Fundraising, Communications or relevant field
- Familiarity with online productivity and collaboration platforms (e.g. MS Office, Dropbox, Slack, Wrike)
- Knowledge of the Irish and global climate movement
- Experience of a leadership role in team-based campaigns or projects
- Experience writing and reporting on activities

## 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 a 7-month maternity cover contract from July 2021. 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 days a week or an absolute minimum of 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 Programme payscale, with incremental steps running from a gross annual fulltime salary of €28,420 to €38,064. The starting salary will depend on experience and will be approved by the Board.

**To Apply:** Send your CV with a 1-page cover letter to [jobs@foe.ie](mailto:jobs@foe.ie) - 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.

*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.*