



## **Fundraising and Corporate Partnerships Manager**

### **Job Specification and Terms and Conditions**

**Please Quote 2024-011 when applying for the position.**

**To apply for this position please submit a cover letter setting out your reasons for applying for the position along with your Curriculum Vitae to [recruitment@mentalhealthireland.ie](mailto:recruitment@mentalhealthireland.ie)**

<b>Job Title</b>	Fundraising and Corporate Partnerships Manager.
<b>Posts Available</b>	1 Full Time position – 37hrs per week.
<b>Closing Date</b>	Closing date for receipt of applications is 12 noon on 15 <sup>th</sup> March 2024. Applications received outside this time will not be considered.
<b>Proposed Interview Date (s)</b>	Interviews will be held week commencing 20 <sup>th</sup> March 2024.
<b>Reporting Relationship</b>	The post holder will report directly to the CEO.
<b>Organisational Area</b>	Mental Health Ireland, Clarence Street, Dun Laoghaire, Co. Dublin
<b>Location of Post</b>	Hybrid including Head Office.  The Fundraising and Corporate Partnerships Manager will be based at a location that will be agreed with Mental Health Ireland Head Office. The person will be required periodically to attend regional meetings. Travel is an essential component of the role.
<b>Informal Enquiries</b>	Please contact Dr. Lisa Cuthbert (CEO), via Mental Health Ireland HQ (01) 284 1186.
<b>Details of Service</b>	<p>Mental Health Ireland (MHI) is a national voluntary organisation promoting mental health, wellbeing &amp; recovery using a process called coproduction to ensure that the voices of the end user are heard at all stages of programme development, delivery and evaluation. Our network of volunteer-led Mental Health Associations (MHAs) active throughout the country is supported by a dynamic staff team including Development Officers.</p> <p>Our National Head Office is based in Dun Laoghaire, with 110 staff members distributed throughout Ireland. Our work in promoting mental health and wellbeing and supporting people in recovery from significant mental health challenges, is funded by the HSE and supported through public donations.</p> <p>Mental Health Ireland is a values-driven, person-centred organisation acting at both national and local levels. We are the national driver of mental health promotion and recovery awareness and education. We achieve this through evidence-based information provision, resources, campaigns, training, events, bursaries and our support of Recovery Education Services. We are led by the values of recovery, hope, empowerment and self-determination. We ensure that lived experience is a central informant of our work. We believe that everyone has the right to access the supports of our choosing when and where we need them and the right to be supported in recovery to live healthy and meaningful lives.</p>
<b>Reporting Relationship</b>	CEO

<b>Position Summary</b>	<p>Working as part of the national team, the Fundraising and Corporate Partnerships Manager will work a five-day week. The essential role of the Fundraising and Corporate Partnerships Manager is to deliver on the core objectives of Mental Health Ireland's Strategy – Mental Health for All – Hope, Strength &amp; Action. This will include supporting the establishment, operation and development of sustainable programmes, sponsorships and partnerships. They will also contribute to the new Strategy when it is developed.</p> <p>The Fundraising and Corporate Partnerships Manager will report to the CEO and work closely with both the Executive Management team and the Development Officer team on campaigns and communication and to share expertise and unique local initiatives.</p> <p>The post holder will work closely with Mental Health promotion, training and communications to help realise the strategic priority of Mental Health Ireland in line with the 3-Year Strategy with sustainability a key focus in terms of fundraising.</p> <p>The Fundraising and Corporate Partnerships Manager will build, maintain and improve relationships with corporate organisations.</p> <p>The post holder will have annual monetary and non-monetary targets for maintaining and growing the existing donor-base and securing new and sustainable sources of contributions.</p> <p>They will participate in the development of projects and programme proposals in order to maximise and ensure their suitability for external funding support.</p> <p>They will champion the continued adoption of a Fundraising culture for Mental Health Ireland.</p> <p>They will work with the EMT on the development of a Grant Writing process.</p> <p>They will ensure best practice in the use of our systems and processes to support effective fundraising by supporting the organisation in its compliance with the codes of fundraising practice, Charities Acts, data protection and other legislation as applicable.</p> <p>They will ensure that we are fundraising in an ethical, transparent and sustainable way.</p>
<b>The Person</b>	<p>The successful candidate will have a minimum of 3 years' experience working in a relevant Business Development / Project Management and or Fundraising capacity.</p> <p><u>You will be required to have:</u></p> <ul style="list-style-type: none"> <li>• Proven experience in a Business Development role with targets</li> <li>• Experience generating and managing fundraising income.</li> <li>• Experience coordinating fundraising and/or corporate engagement projects.</li> <li>• Experience identifying potential partnership opportunities and collaboration areas.</li> <li>• A recognised third level qualification in Business/Marketing and or Project Management is essential.</li> <li>• A recognised qualification in fundraising is desirable.</li> <li>• A demonstrable understanding and knowledge of mental health promotion.</li> <li>• Experience with social media moderation and group management.</li> <li>• A proven track record of working in a team environment.</li> <li>• Experience of promoting and sharing knowledge and skills that can benefit an organisation as a whole.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promoting an open knowledge-sharing environment that builds knowledge, skills and service for the benefit of the organisation as a whole.</li> <li>• Experience working with volunteers and fundraisers.</li> <li>• Proven experience managing large campaigns and budgets.</li> <li>• Commitment to the mission values &amp; strategy of Mental Health Ireland</li> <li>• Knowledge of the health and social policy context in which Mental Health Ireland operates.</li> <li>• The ability to represent MHI across a diverse range of audiences and to build effective relationships with MHAs, HSE, service user groups, community/voluntary organisations, cross sectoral stakeholders and the media.</li> <li>• Evidence of, exceptional communication, networking and interpersonal skills, both verbal and written</li> <li>• Strong analytical skills with an ability to access information accurately, quickly and to strategically implement.</li> <li>• Excellent organisational and ICT skills (Information Communication Technology)</li> <li>• A high level of motivation, experience and capacity for lone working and working on one's own initiative.</li> <li>• To have their own car, a clean driving licence and indemnify MHI on their Insurance policy.</li> </ul> <p><b>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p>
<b>The following experience is a distinct advantage.</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Social media moderation of groups larger than 1000 members</li> <li>• Customer relationship management experience, preferably Sales Force</li> </ul>
<b>Main Responsibilities</b>	<p>The post holder will have 2 main functions: Fundraising and Corporate Partnership Management</p> <p><u>Fundraising</u></p> <ul style="list-style-type: none"> <li>• Coproduce fundraising strategy and implement a fundraising plan.</li> <li>• Recruiting, maintaining and supporting all fundraiser and donor base including merchandise, events, activities and income.</li> <li>• Building and maintaining database / CRM</li> <li>• Overseeing compliance with Fundraising Principles</li> <li>• Work collaboratively with the EMT to ensure consistency in the fundraising practices organisationally.</li> </ul> <p><u>Corporate Engagement</u></p> <ul style="list-style-type: none"> <li>• Develop and implement strategies to engage and grow Corporate Partnerships to maximize organisational income in line with agreed targets.</li> <li>• Develop and maintain strong relationships with a portfolio of corporate partners.</li> <li>• Build evidence and case studies.</li> <li>• Craft and deliver compelling partnership proposals and presentations, tailored to meet the objectives of potential corporate partners.</li> <li>• Maintain a thorough understanding of trends and opportunities in Corporate Social Responsibility and corporate partnerships.</li> <li>• Assist in developing the organisation's brand recognition of the organisation to grow stakeholder engagement and trust.</li> </ul>

<b>Annual Leave</b>	32 days
<b>Salary</b>	<p>The salary for this post is analogous with HSE 2020 Salary Scale plus 8%, in line with October 2023 WRC agreement on Section 39 Pay.</p> <p>In line with HSE Grade VII, Point 1 €50,834 (plus the 8%)</p> <p>The Salary for the post will be €54,900 (inclusive 8%)</p>
<b>Probation</b>	6 months
<b>Contract Length</b>	24 Month Specified Purpose Contract.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Employee Assistance Programme.</li> <li>• Bike to Work Scheme.</li> <li>• Good Friday is a Privilege Day (Day off)</li> <li>• Defined Contribution Pension Scheme.</li> <li>• Incremental Pay Scale in place.</li> </ul>
<b>Other requirements specific to the post</b>	<ul style="list-style-type: none"> <li>• Garda clearance.</li> <li>• Appropriate references.</li> <li>• Full driving licence and access to own transport required.</li> </ul>
<b>Short Listing</b>	<p><b>Applicants will be short listed for interview based on the information supplied on their CV and letter of application at the closing date.</b></p> <p><b>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge section of this job specification.</b></p>