

Partnership & Philanthropy Manager



RESPONSIBLE TO: Chief Executive

LOCATION: Home-based/Hybrid in Ireland, Dublin office
(travel throughout Ireland)

SALARY BAND: Negotiable depending on experience

CONTRACT: Part time (3, days per week) permanent contract, flexible working

To apply for this role, please send us your CV and a cover letter telling us about yourself and your motivation for applying (no more than two sides of A4). This can be emailed to:

info@habitatireland.org

We are unable to offer visa-sponsorship. The successful applicant must have a pre-existing right to work in the Republic of Ireland to be offered an employment contract.

BACKGROUND

Habitat for Humanity Ireland is delivering on a strategy for growth and impact and needs an experienced fundraising professional to join our committed team.

Driven by the vision of a world where everyone has a decent place to live, Habitat for Humanity works beside families to build, renovate, or repair their home in more than 70 countries. Habitat has helped more than 62 million people build their lives on the solid foundation of decent, affordable homes.

In Ireland, Habitat for Humanity directly tackles poverty through its network of Habitat ReStores which provide access to low-cost home improvement materials, employability training for people of all abilities and divert tons of material from landfill.

Habitat Ireland also raises funds and awareness in support of Habitat's mission worldwide.

MAIN PURPOSE

The Partnership and Philanthropy Manager will support the organisations growth strategy, working independently and collaboratively with the Chief Executive and fundraising teams across Europe to achieve ambitious income targets. The individual will build key relationships across Ireland with companies and major donors, growing the number of five figure gifts in support of local and global impact.



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E info@habitatireland.org www.habitatireland.org
Charity numbers NI NIC03240 ROI 20051785

JOB DESCRIPTION

Key Responsibilities:

- Contribute to the development and delivery of the strategy to grow income from corporate partnerships and major donors in Ireland.
- Provide effective stewardship of existing donors to ensure strong retention and commitment.
- Identify, solicit and manage pipeline and portfolio of new corporate and major donors who will partner with Habitat Ireland both for income and GIK commitments for Habitat ReStore.
- Work with Board members, staff and volunteers to maximise opportunities for introductions as well as the Global Habitat network to leverage existing partnerships.
- Prepare and deliver, high quality proposals and presentations, ensuring effective communication and tailored solicitation of corporate and major donors.
- Attend networking, outreach, and business events to create donor opportunities.
- Proactively maintain and further develop existing business relationships and outreach, including visits, requesting referrals, and continually seeking ways to enrich these relationships.
- Ensure all activity complies with relevant legislation, fundraising and governance codes.

Reporting and Administration:

- Ensure all activity meets relevant ethical and legislative requirements and ensure that partnerships align with Habitat values.
- Provide monthly reports, maintain donor records, keeping interactions updated with new development and activity, including follow up and recording of every contact.

Leadership:

- Display Habitat for Humanity values; courage, humility, accountability
- Contribute to positive teamworking.
- Work collaboratively with the CEO, EME FR team, other staff and all stakeholders to create win-win partnerships which deliver against income targets.

PERSONNEL SPECIFICATION

Essential:

1. Educated to degree level with a minimum of 5 years' experience in fundraising or relevant business development experience.
2. A demonstrable ability to negotiate and accountability for meeting income targets.
3. Previous experience in securing, nurturing and managing high value charity partnerships with companies and other key stakeholders.
4. Demonstrable experience in writing compelling proposals together with excellent interpersonal and networking ability and proven organisational and planning skills.

5. Excellent communications skills, internally and externally, with groups and individuals and the ability to verbally convey Habitat for Humanity's work with confidence and credibility.
6. Strong computer skills and experience in using Microsoft Word, Excel, Powerpoint, Teams and Outlook.
7. Valid driving licence and access to a car to undertake duties associated with this role.
8. Committed to the vision and mission of Habitat for Humanity and a working style that reflects the organisations values: courage, humility and accountability.
9. Committed to Safeguarding and Habitat for Humanity's Code of Conduct.
10. Experience of CSR, ESG and the sustainability agenda.

Desirable:

1. Previous experience of working in an organisation with a global network.
2. Strong social media experience for building connections.
3. Practical experience in effective use of CRM database e.g. Salesforce.
4. Broad understanding and knowledge of global development, community relations, community regeneration.

Organisational Values & Safeguarding

Active support of Habitat's Values:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission.

Safeguarding:

Habitat requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children and vulnerable adults), and promotes the implementation of Habitat for Humanity's code of behaviour.