



The Anne Sullivan Foundation for people who are deafblind

Job Vacancy Donor Engagement and Communications Officer

Our Organisation

The Anne Sullivan Foundation is a national charity that promotes the interests of people who are deafblind. Located in Stillorgan, Co Dublin, the Foundation funds a national outreach service supporting people who are deafblind across Ireland and promotes the wishes and needs of the deafblind community, by advocating for the recognition of deafblindness as a unique disability.

Mission

We continue Anne Sullivan's legacy by empowering people who are deafblind to pursue meaningful, active and fulfilling lives. We do this by providing residential and day services, advocacy and support services in partnership with people who are deafblind, their families, statutory and non-statutory organisations and local communities. In addition, the Anne Sullivan Foundation has an ambitious plan to build 'fit for purpose' accommodation for residents, over the next number of years.

Job Profile

This is a key position within the Organisation, that is both challenging and rewarding, the main responsibilities of which are –

Fundraising

- Develop and implement a fundraising strategy for ASF to grow sustainable income from a range of sources
- Corporate partnerships: Develop a proactive corporate engagement strategy which identifies potential corporate prospects and strategic relationship building in addition to a long-term fundraising plan
- Major Gifts: Carry out research to create a pipeline of high-net-worth Individuals and an associated major gift fundraising plan
- Trusts and Foundations: Identify and research relevant Trusts and Foundations to support ASF
- Lead and manage the grants applications process
- Develop and submit funding proposals to potential funders for philanthropic support
- Develop and submit funding reports for donors as appropriate
- Design and execute an appropriate donor care process and donor cultivation and stewardship plan
- Manage and update donor database in line with GDPR and data protection guidelines
- Review and analyse fundraising programme and campaigns on an ongoing basis, to maximise opportunities and identify areas for improvement

Communications and Social Media

- Maintain regular contact with the deafblind advocacy working groups who inform our advocacy and campaigning projects
- Social media outreach and engagement - creation of content to reach wider network, management of key updates on social media platforms such as Twitter, Facebook, Instagram and Anne Sullivan Centre (WordPress) Website
- Interact with social media followers and responding to comments and mentions in a way that reflects Anne Sullivan Centre's ethos and values
- Monitor trends in social media tools, applications, channels, design and strategy
- Analyse, review and report on effectiveness of social media campaigns to ensure optimum results
- Compile regular Newsletter for internal and external audience



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Programme support

- Progress and maintain a Resource Catalogue for use by individuals who are deafblind
- Develop Deafblind awareness campaigns, to highlight challenges facing those who are deafblind
- Research and promote assisted technologies for use by individuals who are deafblind
- Create awareness of deafblindness as a unique disability

Essential requirements

- Two years' experience working in a communications, marketing or fundraising position
- A relevant third level qualification in Marketing or Communications
- Strong research, analysis and report writing skills
- Well-developed Information and Communication Technology (ICT) skills
- Expertise and experience in the social media landscape and in the creation and publication of content including Video, graphic and written form
- Knowledge of all legislative requirements and codes of practice relating to the role (charities regulation, data protection acts, governance and best practices)
- Project/Budget management experience

Desirable requirements

- An appreciation and interest in the work of a Charitable Organisation such as The Anne Sullivan Foundation
- Experience of working with CRM software
- Experience with managing *Mailchimp* or similar email newsletter tools
- Experience in developing and expanding a Website presence (WordPress)

Location: Remotely and on site in Stillorgan, Co Dublin

Salary depending on qualifications and experience

How to apply

Please submit your CV and cover letter via email to recruitment@annesullivancentre.ie

General Enquiries can be made to Louise Smyth – HR on 01 2898339/086 8313965

The Anne Sullivan Centre is an Equal Opportunities Employer