

<b>Title of Post</b>	<b>Corporate Fundraising Executive – New Business</b>
<b>Location</b>	National Office, Christchurch Sq, Dublin 8 / Hybrid
<b>Employment Type</b>	Fulltime 37 Hours per week and specific purpose contract, est. to April 2026
<b>Salary</b>	€42,245 - €59,006, Depending on Experience
<b>Closing date</b>	12pm noon on Thursday 29 <sup>th</sup> January 2026
<b>Contact Person</b>	recruitment@barnardos.ie

Barnardos is one of the largest charities for children in Ireland. The charity has been providing life-changing supports for vulnerable children and their families throughout Ireland for over 60 years.

Fundraising is essential in helping the charity carry out its important work. As key within the Fundraising team, the successful candidate will play an essential part in ensuring Barnardos continues to generate leads working with corporates and develop fundraising initiatives and meaningful relationships in this area.

You will assist with the implementation of the overall fundraising strategy to raise vital voluntary income for Barnardos' work with children and families in areas of disadvantage all over Ireland.

### Job Description

**Job Title:** **Corporate Fundraising Executive – New Business**

**Location:** Dublin, with travel

**Responsible to:** National Fundraising Manager

**Works with:** Fundraising, Events, & Communications Teams, Barnardos services and other internal and external stakeholders

**Job Purpose:**

This role focuses on Barnardos' corporate fundraising and partnerships income. The Corporate Fundraising Executive – New Business, plays a pivotal role in the development and implementation of the corporate fundraising strategy, in order to maximise the potential of funding opportunities in the corporate sector, be it through donations, campaigns, sponsorship, cause related marketing activity and staff fundraising events.

The position involves engaging with key staff in Barnardos services to understand their work, the needs of the services and communicate this to a corporate audience to encourage meaningful, long - lasting partnerships with companies and groups.

### **Corporate Fundraising Executive – New Business**

#### **Core Job Requirements**

- Develop, build and maintain beneficial relationships with new corporate donors throughout the year to engage them in campaigns and fundraising events and Pitch presentations and impact reports to large, medium and small companies to tell the story of Barnardos work, to win their support for both short- and long-term partnerships.
- Work with other executives to support with existing corporate relationships.
- Attract and secure new corporate partners and sponsors that align with the Barnardos mission within the overall corporate partnerships fundraising strategy.
- Day-to-day responsibility for corporate donor relationship management system
- Administration, and donation payments; in particular the donor database, staff fundraising activities and partnerships.
- Work with corporate partners to implement CSR plans involving corporate donation and employee engagement which can include employee fundraising, volunteering and skill sharing initiatives.
- Work with Barnardos services to implement, facilitate and co-ordinate the Corporate Volunteer plan including group volunteering days in our service centres.
- Work closely with fundraising manager to develop, implement and maintain a programme of communications for new corporate donors (e.g. regular communication via e-newsletters, use of social media, website, ad placement and direct mail campaigns etc.)
- Work closely with the Events Team in executing key national fundraising events and campaigns, particularly in relation to events where sponsorship is provided by new corporate partners.
- Delivering any new Corporate Events and Activities to target and within budget.
- Working with the fundraising team and manager to achieve overall targets and goals.

- Review and evaluate all relevant activities to ensure income objectives and communication plans are achieved each year.
- General administration and dealing with phone and email enquiries, requests, ad-hoc donations.
- Working with the Communications Team to share corporate support messaging, implement sponsorship agreements on joint messaging and support media activities when necessary.

#### **Requirements of all Barnardos staff**

- Commitment to the purpose of Barnardos and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
- To participate in regular supervision with your line manager
- To actively participate in team and staff meetings and service reviews/evaluations and to contribute to the development of policy and practice with your area of work and within Barnardos as a whole
- To report any area of concern to your line manager in a timely manner
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or local Health & Safety Officer.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate
- To undertake other duties as may be requested by the line manager from time to time

- To undertake your work in a manner that is friendly, flexible, and informal

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**Note:** This Job Description will be reviewed and updated in line with the needs of the work.

### **Person Specification**

#### **- Corporate Fundraising Executive – New Business**

##### **Personal Attributes**

- A clear understanding of the corporate sector. A passion for making a difference to improve the lives of children living in Ireland
- Flexibility, innovation and initiative.
- An understanding of fundraising and marketing techniques, in particular how to promote existing and new initiatives.
- The ability to plan and develop long-term partnerships with existing and new contacts.
- Drive to develop new business opportunities.
- Excellent communication and presentation skills, verbal, written and face to face.
- Excellent project management and planning skills.
- Excellent organisational and administrative skills.
- The ability to juggle a wide range of activities, prioritise own workload and meet deadlines.
- Adaptability in people skills to work with a variety of people and teams across the organisation
- Strong Ethical Awareness to ensure that Barnardos partner with suitable corporates

##### **Experience**

- Minimum of 3 years' fundraising, marketing or business development experience
- Excellent computer / digital skills with working experience in MS Office Suite e.g. Word, Excel, PowerPoint, Outlook and database packages such as Microsoft Dynamics.
- Experience in other areas of fundraising and/or marketing activity is highly desirable but is not essential.

##### **Qualifications**

- Education to degree level (desirable) or relevant experience gained either in the corporate or voluntary sector.
- Full Driving Licence essential

**Barnardos is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for All.**

**Complete the application form below on Barnardos Website to Apply Today!**