**D1 17.07.19**

**Advertisement**

Adi Roche’s Chernobyl Children International (CCI) are looking for an experienced and enthusiastic Communications and Fundraising Officer to join the team. Based in Cork, CCI is an international, UN humanitarian organisation founded by Adi Roche in 1991 to give support, care and hope to the children and families affected by the 1986 Chernobyl Nuclear Disaster.

**Job Title: Communications and Fundraising Officer**

**Reports to: CEO and National Co-ordinator**

**Start date: As soon as possible**

Please send CV, accompanying questionnaire and cover letter outlining suitability for the role, by email, to aosullivan@chernobyl-ireland.com. Closing date Wednesday 31 July 2019. Interviews to be held on between XX and XX.

**JOB DESCRIPTION**

**Job Summary:**

* To grow CCI’s profile nationally and internationally by positioning the charity as one of Ireland’s most recognisable national and international NGOs**.**
* To align traditional and online communications and fundraising strategies with long-term organisational goals.
* To manage relationships and communications with key donors and diarise ongoing communications with high net worth donors and CEO.
* Assisting CEO and Board of Directors with maintaining existing Fundraising income as per annual Fundraising Plan and assist in the development of innovative fundraising strategies to grow income and raise awareness of the organisation.

**Job Responsibilities Overview:**

* **Support the CEO in her role as spokesperson for CCI and Board of Directors by advocating on behalf of the children and families we assist and work with throughout the Chernobyl regions.**

**Key Objectives of Role:**

**The position has three distinct functions: (1) Communications, (2) Fundraising and (3) General**

**(1) Communications:**

* **Manage all internal and external campaigns by communicating a clear shared vision of the organisation through media, staff and volunteers.**
* **Generate national and international publicity and deliver strong media bounce across mainstream print, broadcast and online media during key times throughout the year which includes, but is by no means limited to, Christmas appeals campaign Chernobyl Anniversary campaign, summer rest and recuperation programme**
* **Develop, monitor and manage online communications initiatives including website development, social network content creation, e-bulletins and other electronic communications platforms.**
* **Increase online traffic. Make new innovations across this entire field of communications.**
* **Developing monetising strategies to procure income across all platforms**
* **Educate target publics on the Chernobyl disaster, victims, CCI programmes and activities to tell the Chernobyl story to a new generation.**
* **Donor care and communication – manage all corporate and individual donor communications activities including weekly, monthly and quarterly communications.**
* **Engage existing and new volunteers by developing and maintaining volunteer policies.**
* **Coordinate USA, Belarus and Ukraine relationships,**
* **Report to CEO on all communications activities.**

**(2) Fundraising**

* **Achieve fundraising targets as set out in Annual Budget:**
* **Work towards targets to increase donations to CCI.**
* **Reporting to CEO on budget targets**
* **Adhere to existing fundraising plans and strategies to secure budgeted income and maximise CCI’s market position.**
* **Source and monitor fundraising income and performance in line with strategies.**
* **Manage and develop campaigns through monitoring, tracking and analysis.**
* **Manage, progress and process of all income streams including HNW donors, EU grants, international trusts and foundations and international humanitarian awards.**
* **Assist in the preparation, tracking and implementing of budgets and monitoring and reviewing of expenditure and performance.**
* **Generate and monitor ROI for fundraising activity and events.**
* **Post-campaign evaluation.**
* **Manage and processing of all fundraising streams including, but not limited to;**
	+ **Monthly medical trips to Vesnova Children’s Mental Asylum – support medical co-ordinator and volunteer teams in their fundraising.**
	+ **Private individual donations.**
	+ **Corporate donations.**
	+ **Outreach Groups – support outreach groups on fundraising and communications where needed.**
	+ **General donations – management of incoming donor enquiries via email, calls, general contacts from existing and new donors.**
	+ **Annual Flag Day, Cork, November.**
	+ **Direct Mail Christmas campaign, November, December each year**
	+ **Noel and Liz’s Lunch for Chernobyl – support board directors Liz O’Donnell and Noel Kelly on event management each year**
	+ **Regular giving – renew existing regular givers and promote new sign-ups.**
	+ **Online donations via website and everydayhero.ie**
	+ **Education – schools.**
	+ **Chocolates.**
	+ **Countertop targets.**
	+ **Legacy management – regular engagement with mylegacy.ie.**
	+ **Marathons and activity events including CCI cycles.**
	+ **Miscellaneous events (volunteer led).**
	+ **Rose of Tralee fundraising.**
	+ **Cloyne Charity Shop, Co Cork**
* **Research and progress other income streams for future funding:**
	+ **Keep abreast of EU developments**
	+ **International Trusts and Foundations**
	+ **International Humanitarian Awards**
* **Assist CEO to source and monitor all fundraising activities.**

**(3) General:**

* **Update and manage image and footage libraries.**
* **Manage interns.**
* **Monitor and update research files on nuclear energy, Fukushima and Chernobyl-related information.**
* **Book projects – manage communications with authors.**
* **Databases – Salesforce, Mailchimp - Manage, update, report on and export data, produce reports.**
* **Governance issues – Charity Regulatory Authority guidelines and standards including Charity’s Governance Code, UN, Comhlámh etc.**

**Qualifications and skills required**

***Essential:***

* **Graduate level with background in marketing, communications or fundraising.**
* **Excellent communication, proposal and report writing, project management and organisational skills.**
* **Strong numeracy and analytical and influencing skills.**
* Experience of budget preparation, tracking and implementation.
* **Strong IT skills, including proficiency with Microsoft Office Suite and website updating.**
* **Good command of English Language, grammar/punctuation plus high level of composition skills**
* **Full, clean drivers licence**

***Desirable:***

* **Exposure to the non-profit sector in Ireland.**
* **Experience of film and multimedia production**
* **Database development/management experience**
* **Full clean driving licence.**

*Personal characteristics:*

* **A passion for making a difference in the lives of children.**
* **Knowledge and experience of the development/not-for-profit sector.**
* **Aptitude to work to deadlines with a proven track record in business development.**
* **Ability to multi-task as a team player and the ability to manage relationships at a high level.**