

# SOSAD Ireland

## Fundraising Position

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### Summary

SOSAD Ireland is a non profit organisation that offers free 1:1 counselling along with other support services. We have six offices based in Cavan, Louth ,Laois, Meath and Monaghan from which we provide our services. We are currently looking to fill a fundraising assistant role in county Louth (covering both our Dundalk and Drogheda offices).

As a fundraising assistant, you will work to assist in any fundraising projects both, virtual and in person.

This is a paid part time role, requiring you to work 20 hours a week.

### Company Overview

Since 2007, SOSAD Ireland has worked to raise awareness and help prevent suicide in Ireland. We have worked tirelessly in our communities to help those in need feel supported and know they are not alone on their journey. Our service is open to people who are suffering with suicidal ideation, self harming, depression, bereavement, stress and anxiety, or if you simply need to talk.


### Job Description & Responsibilities

This role is diverse as there is a wide range of events that we run.

It involves helping to organise, run and manage SOSAD fundraising events and brainstorming new and innovative ideas.

A vital aspect of this role also incorporates networking with the local community to support external events being run on behalf of SOSAD. We aim to raise awareness of the work that we do by engaging with every person/organisation who has donated to our service.

Fundraising can be demanding so we are looking for energetic and lively individuals with a variety of skills. This is a paramount position in our organisation as we depend entirely on



fundraising to run our offices. Without constant fundraising, we would not be able to provide our life saving service to the community.

You will be required to manage your own time.

Manager: Branch Coordinator of SOSAD Drogheda and SOSAD Dundalk.

Your responsibilities will include but are not limited to the following:

- Assist the office coordinator with any fundraising projects
- Manage all fundraising queries in your local area
- Establish a panel of and provide support to fundraising volunteers
- Arrange regular fundraising meetings and provide updates on same
- Support a variety of projects and initiatives at national and local level
- Other duties as assigned by the office coordinator

## Key Requirements

### Essential:

- Ability to communicate effectively both orally and in writing
- Excellent organisational skills
- Experience in event planning/project management
- Full Drivers License and access to a car
- Must be based in the area you are applying for

### Desirable:

- Previous experience working in fundraising
- Degree in event management or similar field

## Benefits

- Salary



- Paid mileage
- Expenses
- Flexible work schedule

To apply for this job email [stephanie@sosadireland.ie](mailto:stephanie@sosadireland.ie)