

SOSAD Ireland

Fundraising Position

Overview

SOSAD Ireland is a non profit organisation that provides free counselling services to people who are suffering with suicidal ideation, self harming, depression, bereavement, stress and anxiety, or if you simply need to talk. We have 6 offices based in Cavan, Louth, Meath, Monaghan and Laois from which we provide our services as well as an outreach centre in Kells.

We are currently looking to fill a fundraising assistant role in **Meath**, As a fundraising assistant, you will work as part of the fundraising team assisting in any fundraising projects both, virtual and in person. It's a paid part time role.

The **Meath** fundraiser position requires you to work **40 hours a month**.


The role

The role of a fundraising assistant includes organising and helping to run events throughout the year. This role can be diverse as there is a wide range of events that we run. It can involve helping manage events such as 10km runs, to brainstorming new and innovative ideas.

Fundraising can be demanding so we are looking for energetic and lively individuals with a variety of skills. This is a vitally important 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.

The role requires you to work for 40 hours a month. You will be required to work from home and manage your own time. This role requires travel within the County.

Manager: Local Coordinator



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

- Assist the office coordinator with any fundraising projects
- Manage fundraising events from conception creation to event execution
- Manage all fundraising queries in your local area
- Provide support to fundraising volunteers
- Provide weekly reports to the local coordinator and fundraising coordinator
- 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
- Drivers Licence
- 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