

Job Title:	Head of Fundraising and Communications
Location:	Head Office / Hybrid
Reports to:	CEO
Hours:	35 hours per week.
Job Type:	Full Time
Contract:	Permanent
Purpose:	The role holder will be accountable for delivering on the existing strategy, to develop future strategic funding goals and to lead the continued growth and profile of the organisation.
Contact Email:	suzanne@mantrastrategy.ie
Application Ref:	HR/DUB/ELT/HDCF/0723

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

With a national reach and a vast range of supports, in Coolmine, we believe everyone should have the opportunity to overcome addiction and lead a fulfilled & productive life including the most vulnerable members of Irish society. We provide a range of quality & evidence-based community, day, residential and aftercare services to create, sustain and enhance recovery for our clients & their families.

About the Role

We are seeking to recruit a driven, experienced commercial marketing leader for the newly created role of Head of Communications and Fundraising to lead out on the fundraising strategy to support our important work as a change-making organisation. The role holder will be accountable for delivering on the existing strategy, to develop future strategic funding goals and to lead the continued growth and profile of the organisation.

This is an exceptional opportunity for a focused, dynamic professional who will be the strategic lead for all aspects of the organisations fundraising and communications development and growth. Reporting directly to the CEO and part of the senior management team, you will be strategic and entrepreneurial. You will need to be an effective communicator and influencer with a commitment to collaboration and partnership, excellent relationship building and networking skills and extensive experience of driving income growth in all areas of fundraising.

Role Responsibilities: (Include, but not limited to)

Leadership

- Lead the emergence of creative and innovative approaches to fundraising and communications within the organisation.
- Develop and drive the communications strategy, working closely with the CEO to raise the profile of the organisation and impact of its work.
- Manage, develop, and motivate the small team (currently 1 Communications and Fundraising Executive)

Communications

- Develop and plan annual and quarterly communications plans (including a social media) aligned with the organisation's strategic objectives.
- Oversee the day to day running of the Social Media Communications function to ensure the timely delivery of communications objectives and targets.
- Liaise with 3rd party communications teams and partners to ensure the story of Coolmine and of recovery is represented.
- Support promotional and other activities aimed at raising awareness about Coolmine Therapeutic Community.

Fundraising

- Develop and deliver on the strategy for national corporate partners, charity of the year fundraising and corporate campaigns, legacies, trusts and foundations including prospecting and client relationship management.
- Build, lead and continually strengthen Coolmine's ability to secure financial and in-kind support from the public, companies and corporate bodies, trusts, and grant makers across Ireland and beyond.
- Champion fundraising within the organisation, taking an innovative, responsive, and proactive approach to identifying and pursuing opportunities for major income generation.
- Deliver on annual income targets within budget and meeting all KPI's to ensure sustainability and long-term growth.
- Develop the case for support, and a moves management programme with clearly defined strategies to ensure major gift prospecting, growth, retention, value and duration and overall lifetime value and return on investment.
- Use research and data-led insights to inform a strategic approach to all fundraising.
- Develop a strong pipeline along with a plan to develop and foster strong relationships with decision makers in the scope of the role.
- Develop a high-level plan for major supporters, giving circles in corporate and other key opportunities.
- Implement the strategy to deliver against a calendar of opportunities for developing proposals and submitting to bids/ tenders and grant applications.
- Identify and develop fundraising appeals and campaigns with regional and national reach.
- Ensure that all third-party suppliers are managed effectively to deliver best value to Coolmine.

Budgets and Reporting

- Development of annual budget for the function including costs and expenditure budgets on an on-going basis ensuring all activity is implemented within budget and within defined cost ratios.

Person Specification:

You will have several years' experience in a similar senior role and/or using similar skill sets, ideally including managing, and reporting on large projects in fundraising and/or communications.

You will be responsible for setting high standards of ethical fundraising and will maintain a culture that is supporter focused, results driven and encourages growth and innovation. You will ensure excellent relationship management and stewardship of our supporters. Excellent networking, relationship management and reporting skills are essential to this role with the ability to work within a team environment.

To succeed in this role, you will be a self-starter with high personal standards and the ability to pursue goals with drive and energy and to be resilient in the face of obstacles.

The post holder will need to demonstrate and role model the CTC Core Competencies;

Service Excellence	Client Centric	Evidence driven Action
Attitude and Behaviour	Teamwork	Continuous Improvement
Accountability	Dignity & Respect	Quality

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Suzanne Mulholland on suzanne@mantrastrategy.ie on or before **11 August 2023**.

Please call 086 600 1039 for any informal queries.

Please quote this application reference HR/DUB/ELT/HDFC/0723

Coolmine Therapeutic Community is an equal opportunities employer.