

Job Title:	Grants, Trusts & Foundations Executive
Location:	Coolmine TC – Head Office, Blanchardstown Corporate Park
Reports to:	Head of Communications and Fundraising
Hours:	35 hours per week. Some out of hours work required.
Job Type:	Full Time
Salary:	€40,000
Purpose:	The Grants, Trusts & Foundations Executive will work directly with the Head of Fundraising and Communications to drive Coolmine's grant-seeking efforts. Clear processes and coordination are crucial to ensure that key opportunities in the vast landscape of Grants, Trusts, and Foundations are effectively identified and pursued.
Contact Email:	Dylan.murphy@coolminetc.ie
Application Ref.	HR/DUB/ADM/GTFE/0324

Coolmine is a leading drug and alcohol treatment service 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.

Role Responsibilities: (Include, but not limited to)

- **Grant Application Support:** Assist in writing compelling grant applications, demonstrating strong writing skills, attention to detail, and a solid understanding of grant guidelines and requirements.
- **Opportunity Identification:** Research and identify potential grant, trust, and foundation opportunities aligned with Coolmine's mission and programs.
- **Monitoring and Calendar Management:** Establish and maintain a continuous monitoring system for grant databases and relevant sources. Build and refine a date-specific calendar outlining grant application deadlines and reporting milestones.
- **Database Management:** Develop and maintain a centralised database cataloguing funding opportunities, including eligibility criteria, application deadlines, and reporting requirements.
- **Collaboration and Information Sharing:** Foster collaboration among internal teams to gather information on grant opportunities and share best practices. Conduct regular meetings to discuss potential grants and align with Coolmine's strategic priorities.
- **Collateral and Template Creation:** Create collateral, templates, and impact report templates to facilitate effective grant applications. Ensure consistency and adherence to branding guidelines.
- **Training and Development:** Encourage a collaborative culture within the team by providing training sessions and resources for effective use of grant application tools and resources.
- Occasional support in other areas of fundraising may be required to ensure holistic fundraising efforts.

Person Specification:

Experience:

Desirable:

- Experience in the Fundraising Not-For-Profit Sector
- 3 Years Experience in the Fundraising Industry or related field

Knowledge & Skills:

Desirable Skills

- Strong written communication skills with the ability to craft compelling narratives and proposals.
- Excellent research skills and ability to identify relevant funding opportunities.
- Highly organised with the ability to manage multiple deadlines and priorities.
- Collaborative mindset with the ability to work effectively with cross-functional teams.
- Familiarity with grant databases and fundraising software is preferred.
- Passion for Coolmine's mission and commitment to making a difference in the community.

If you meet these criteria and are passionate about securing funding to support Coolmine's vital programs and services, we encourage you to apply for this exciting opportunity.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Dylan Murphy, HR Administrator at dylan.murphy@coolminetc.ie Please quote this application reference **HR/DUB/ADM/GTFE/0324**

The closing date for applications is **5th of April 2024**

Coolmine Therapeutic Community is an equal opportunities employer.