

Job Description

**Community and Marketing
Manager**



Job Title	Community and Marketing Manager
Salary	€40k - €45k DOE
Location	Blended, involving on-site (Dublin 2) and remote
About Us	<p>We are the independent body leading, supporting, and providing voice for philanthropy in Ireland. Representing a diverse and engaged membership, we promote best practice, inform government policy, and raise awareness of strategic giving as an effective driver of social change. While our membership is diverse, we share the same mission: to strengthen the social sector by advancing knowledge, practice and understanding of philanthropy. We champion the power of strategic giving to effect real and lasting change.</p>
About this Role	<p>This is a central role, newly created, presenting a unique opportunity to positively contribute to the development of our offering to support our community of members and other stakeholders in advancing the practice of philanthropy in Ireland. Working in a small but vibrant and well supported organisation, we are looking for a strong team player, flexible around job responsibilities and willing to provide support where needed and excel in helping deliver our mission to a high standard. Innovation, creativity and thought leadership will be key for effective delivery.</p>
Key Responsibilities	<ul style="list-style-type: none">• Understand our community of stakeholders, their interests and needs• Develop and manage a stratified engagement plan for our various stakeholder groupings• Oversee communications planning, content preparation and delivery• Collaborate on the development of forums for information sharing and networking• Identify and activate opportunities for collaboration and partnership with wider audiences, developing a case for support• Creatively input to events design, management, and delivery• Creatively input to media engagement• Other tasks as agreed in support of delivery of role
Required Skills and Experiences	<ul style="list-style-type: none">• 3-5 years' experience in stakeholder, project, and/or communications management• Proven experience and track record in relationship building and management

- Excellent communication skills, verbal, written and presentation
- Experienced in use of technology and new media for effective communications, engagement, and project planning
- Demonstrable track record on project planning and management, working and delivering within budgets
- Evidence of networking skills and event management experience
- Strong data management skills
- Multi-tasking skills, experienced in structuring workloads to effectively manage multiple priorities and conflicting demands
- Experience in philanthropy, grant making, and/or member organisations is desirable but not essential.

Person Specification

- A team player with an open, positive, collaborative, flexible approach and attitude
- Empathetic, inquisitive, and curious in approach
- A self-starter, comfortable with thinking outside the box and creativity
- A can-do approach, seeing challenges as opportunities
- A commitment to excellence with highest attention to detail
- A finisher, driven by results and impact
- A commitment to social change and a belief in the potential to build a better society for all.

Terms and Conditions

This is a full-time permanent contract (subject to ongoing funding) working 35 hours per week; flexibility to work 4 days per week pro rata will be considered

Additional Benefits

- Generous Annual Leave: 24 holiday days plus 4 privilege days for use at Easter and Christmas
- Training and Development Opportunities
- Volunteer days: two days paid leave per annum to be spent volunteering in the community and voluntary sector
- Cycle to work scheme

Application Process

Send your CV with a max 1-page Cover Letter to recruitment@philanthropy.ie with '**Community and Marketing Manager**' in the subject bar, no later than **5pm on Monday 21st February 2022.**

Following shortlisting of applications, shortlisted candidates will be called for interview as soon as possible.

Philanthropy Ireland is an equal opportunities employer.