



Introduction:

Lakers is a unique organisation based in Bray, Co. Wicklow which provides its 400 members with the opportunity to participate in over 53 different sporting and social activities in a strongly, supportive environment. Lakers members range in age from 5 to 75 and all have an Intellectual Disability.

www.lakers.ie

This participation is highly effective in the development of their self-esteem, their social skills, their health & fitness and in that way enables them to more actively participate in their communities.

Job Description & Purpose:

We are currently recruiting a Fundraising Coordinator to work with the fundraising team.

Hours: 20 per week.

As some meetings and events will be held out of office hours flexibility with working times required.

Salary: DOE

Reporting to the Fundraising Manager the Fundraising Coordinator will be an enthusiastic and highly motivated individual.

Main Duties & Responsibilities

- Work with the Fundraising Manager and Fundraising Committee to manage all current fundraising events,
- Adhere to Lakers overall fundraising strategy,
- Ensure effective strategies to secure funds across different fundraising channels with particular focus on events, corporate support, grant providers and building a committed and regular giving donor base of supporters,
- Maintain and grow income from the existing portfolio of events,
- Build and maintain relationships with current and identify new corporate supporters via proactive engagement strategy,
- Research grant providers and coordinate grant applications process,
- Make risk analyses and balancing time-cost ratios to focus effort on the most appropriate fundraising activities with the highest chance of success,
- Continue to identify, create, develop and deliver new innovative fundraising incomes,
- Maintain and update database for fundraising events and to record donor contact,
- Create content and update Social Media platforms e.g. Facebook, Twitter, Instagram.
- Adhere to Lakers Fundraising policy and procedures,
- Attend and support fundraising events organised by others as required.

Lakers Social & Recreation Club Ltd. Registered No. 395399 Charity No. 15208
Lakers, St Andrew's National School, Eglinton Road, Bray, Co. Wicklow, Ireland Tel: 01 202 2694

info@lakers.ie

www.lakers.ie

Directors: Fergus Finlay, Joe Kelly, Grainne Davis, Ian Daly, Christopher King, John Latchford, Emma Kelly, Elaine Lande, Brian O'Mahoney, Mark Woods, Breffni O'Neill, Brenda McGuirk



Knowledge and Experience Required

Essential:

- Experience in fundraising and managing events.
- Experience in managing social media platforms.
- Excellent communication and organisational skills.
- Strong presentation and public speaking skills.
- Team player.
- Good IT skills and familiarity with web based CMS software specifically Salesforce.
- Ability to work on own initiative and be proactive.
- Proficiency in written and oral English.

The duties outlined in this job description are not meant to be definitive or prescriptive and may be adapted to meet the changing needs of the organisation. The role will require attendance at activities and events outside normal Office hours.

To apply for this position please email a cover letter outlining your interest and experience along with a copy of your C.V to jo.heath@lakers.ie

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