

JOB DESCRIPTION

JD Unique ID:	
Job Title:	Fundraising and Project Coordinator
Company:	Irish Emergency Alliance
Location:	Remote and/or hybrid working arrangements available
Department:	IEA Secretariat
Contract type:	Two-year fixed term, full-time – 37.5 hours per week
Reports to:	Executive Director
Salary:	€35,000
Organisation overview:	<p>About the Irish Emergency Alliance (IEA)</p> <p>The Irish Emergency Alliance (IEA) is a membership organisation, made up of eight Irish registered charities working on international humanitarian emergency relief. Our members are ActionAid, Christian Aid, Plan International, Oxfam, Self Help Africa, Tearfund, Trócaire and World Vision. These members have programmes in a total of 95 different countries across the globe, giving the IEA a very significant presence, enabling members to respond quickly when an emergency occurs. At times of major humanitarian emergencies, IEA members come together to raise money from the Irish public in a coordinated manner.</p> <p>The IEA is a joint appeals mechanism where Irish humanitarian organisations agree to consolidate our fundraising efforts, demonstrating to the public that we can work together to fundraise more effectively and reduce our administrative and fundraising costs. We believe that together we can achieve more. As humanitarian organisations, our overriding mandate is to save lives and alleviate the suffering of the most vulnerable and impoverished people on our planet.</p> <p>This is an exciting time for the IEA and for a new team member to join. Since its inception in 2019, the organisation has launched four successful appeals and is continuously growing its key strategic partnerships and brand recognition. The overarching aim of the IEA is to continue its growth and development strategy in order to become the trusted and ‘go-to’ emergency response entity in Ireland. The Irish Emergency Alliance is supported by a number of working groups, all of which are staffed by team members from the seven member agencies of the Alliance. These working groups include: fundraising, digital fundraising, fulfilment, media and communications, social media and website editorial, programmes, finance, and website and technical support. Each working group has a lead with a defined set of protocols and action plans aimed at ensuring we are ready to launch successful joint fundraising appeals.</p> <p><i>This contract is managed by Self Help Africa on behalf of the Irish Emergency Alliance.</i></p>

Job Purpose:	<p>As the IEA Fundraising and Project Coordinator, your primary role will be focused on supporting the IEA Secretariat to generate more money for members' emergency operations in response to major international crises. You will assist the Executive Director with planning and organising tasks both during and outside of Active Appeal Periods (AAPs). This will require a diverse range of skills to include time management, computer proficiency, website content knowledge, fundraising planning, attention to detail, excellent communication, organisational skills, adaptability, multi-tasking, analysing data, and confidentiality.</p> <p>Applicants are expected to meet all essential criteria and are strongly encouraged to demonstrate the desirable skills and experience outlined in the job description.</p>
Key Responsibilities:	<p>Working Group (WG) Coordination</p> <ul style="list-style-type: none"> • Coordinate activities across all IEA Working Groups (Fundraising, Programmes, Communications, Website, Fulfilment), including scheduling, agenda preparation, minute-taking, task tracking, and follow-up. • Support the planning and implementation of joint appeals, working closely with WG Leads to manage timelines, deliverables, and campaign materials. • Liaise across WGs to ensure alignment and timely delivery of campaign and programme outputs. • Draft and update campaign briefs and ensure coordination of WG inputs into appeal planning, implementation, and review. • Assesses departmental operations and stakeholder interactions to identify bottlenecks affecting fundraising or project delivery. • Reviews and refines internal systems and procedures to improve efficiency in fundraising, donor engagement, and reporting processes. • Analyses work methods and resource use within fundraising and project teams, recommending improvements to maximise impact and reduce inefficiencies. • Plans and sequences project and fundraising activities, defining timelines, milestones, and dependencies to ensure timely and cost-effective execution. <p>Board and Committee Support</p> <ul style="list-style-type: none"> • Schedule and organise Board meetings and Sub-Committee meetings (e.g. Audit & Risk, Governance). • Prepare and distribute meeting packs, agendas, and minutes in a timely and professional manner. • Track follow-up actions and ensure timely completion of agreed items. • Support Board engagement with Working Groups and ensure information is accurately and efficiently shared between governance and operational structures. <p>Appeal Coordination and Programme Support</p> <ul style="list-style-type: none"> • Assist with post-appeal analysis and reporting, working with Member Agencies to collate expenditure and income data. • Coordinate monthly programme updates and ensure reports, case studies, and impact stories are gathered for internal and external use. • Maintain oversight of IEA's compliance with GDPR and other relevant policies and procedures. <p>Communications, Fundraising & Website</p>

	<ul style="list-style-type: none"> • Support the development and scheduling of social media content and campaign messaging. • Draft donor communications and assist with managing the appeal@ email inbox to ensure timely, accurate responses to supporter queries. • Help manage tax correspondence with donors and update relevant databases. • Ensure the IEA CRM system is maintained and kept up-to-date, supporting data entry, donor tagging, segmentation, and regular data quality checks. • Collaborate with the Website WG to ensure content is up-to-date and reflective of current appeals and activities. <p>Operations & Administrative Support</p> <ul style="list-style-type: none"> • Manage IEA's corporate calendar, tracking compliance deadlines (e.g. fundraising licenses, state reporting, legal obligations). • Provide task management and administrative support for key IEA processes, including donor and partner engagement tracking. • Maintain filing systems, coordinate contracts, and assist with policy drafting and updates. • Support event planning and coordination, including workshops, donor or partner meetings, and staff/board gatherings. <p>Other</p> <ul style="list-style-type: none"> • Attend virtual and in-person meetings and represent the IEA as required. • Undertake other reasonable duties that may arise in support of the smooth operation of the Alliance.
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Executive Director • Board of Directors • Fundraising Committee • Brand Awareness Committee <p>External</p> <ul style="list-style-type: none"> • Working Group Members • Working Group Leads • Media Outlets • Fulfilment/Call Center Agency • Website Developers • Donors

Knowledge, Experience and Other Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent in relevant field (this is preferable however not essential if relevant experience can be demonstrated) • At least three years' experience in a business or not-for-profit fundraising environment • Excellent organisational and coordination skills with high attention to detail
-----------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Strong stakeholder management, able to deal with people from different backgrounds and • different experience levels • Effective team-player as well as being able to work with a high level of independence • Excellent interpersonal, written and verbal communication skills • Experience in the humanitarian aid sector, particularly in coordinating emergency appeals across functions such as fundraising, communications, fulfilment, programmes, and website. • Proven experience working within an alliance or consortium of charity or non-profit organisations. • Good financial ability for budget reviews. • Excellent interpersonal and organisational skills. <p>Desirable</p> <ul style="list-style-type: none"> • Demonstrated experience working with Working Groups and an understanding of coordinating multi-agency collaboration within member-based organisations. • Familiarity with CRM systems (e.g. Salesforce) including data entry, segmentation, and maintenance. • Proven ability to coordinate multiple workstreams, manage deadlines, and support cross-functional teams. • Experience supporting boards or governance committees, including preparing meeting packs, taking minutes, and tracking follow-up actions. • Strong communication and administrative skills, with attention to detail and an understanding of GDPR compliance. • Commitment to the values of humanitarian response, partnership, and accountability
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The role location is flexible (remote and/or hybrid working arrangements are available). All Alliance members are based in Dublin so periodic in-person meetings will be required. Candidate must have a work permit or visa to work in Ireland prior to applying. It is a two-year fixed term full-time role of 37.5 (flexible) hours.

All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.

Self Help Africa strives to be an equal opportunities employer.