



THE IRELAND FUNDS

DEVELOPMENT ASSOCIATE | JOB DESCRIPTION

Organization

Founded in 1976, The Ireland Funds is a global philanthropic network that supports peace, culture, education, and community development in Ireland and in Irish communities across the world. With chapters in 12 countries, The Ireland Funds has raised over \$600 million and supported over 3,200 outstanding nonprofit organizations.

Job Brief

The Ireland Funds America is seeking to hire a Development Associate who will serve as an integral member of the organization's fundraising team. The position will encompass all aspects of development, from assisting in the production of major fundraising and friendraising events, to research, donor prospecting and stewardship as well as administrative support. This is a dynamic position with opportunities to learn and grow while contributing meaningfully to meet the organization's ambitious goals. The position is based in person in our Boston office and will report to the Vice President of Development, New England.

Responsibilities & Duties

- Identify, research, and analyze prospects for major gift cultivation and solicitation
- Provide in-depth prospect research on individuals, corporations, and foundations using a wide variety of biographical, organizational, and financial sources
- Translate the findings of data analysis and research into opportunities for donor development and revenue growth
- Collaborate with cross-functional teams to craft donor materials, stewardship letters and impact reports that are clear, compelling, and persuasive
- Assist with the planning and coordination of several major fundraising events and receptions, including one of the organization's largest events – the Annual Boston Gala

- Prepare correspondence, materials for meetings and provide administrative support to the Vice President of Development, New England
- Ensure all relevant data, findings and notes are integrated into the CRM
- Provide proactive and responsive support to advance the organization's fundraising and donor relations efforts

Preferred Qualifications, Experience and Competencies

The Development Associate will be a highly motivated self-starter and the ideal candidate for this position will possess the following qualities and attributes:

- An interest in Ireland, and advancing the organization's mission
- A Bachelor's Degree and at least three years of work experience, preferably in nonprofit, sales, business development or marketing
- Capacity to multitask and manage multiple projects and assignments in a fast-paced environment, often with competing deadlines
- Highly organized, detail orientated and analytical mindset
- Excellent critical thinking and problem-solving skills
- Strong communication, written and interpersonal skills
- Ability to work cooperatively and collaboratively in a small team environment
- Experience with Salesforce / CRM a plus
- Proficiency with Microsoft Office, particularly Word, Excel, and PowerPoint

Salary and Benefits

The Ireland Funds America offers a competitive salary and benefits package.

Application Process

Email a copy of your resume with a cover letter addressed to Sarah Page, Vice President of Development New England, The Ireland Funds, identifying why you are suited to this role to hr@irelandfunds.org