

Communications & Events Executive (Maternity Cover – 12-month contract)

The Ireland Funds is seeking a **Communications & Events Executive** to cover maternity leave, starting in **mid-May 2025**. This is an exciting opportunity for a creative and dynamic professional to enhance The Ireland Funds' communications in Ireland and contribute to its global communications strategy.

As part of a collaborative and mission-driven team, the successful candidate will play a key role in telling the story of The Ireland Funds' impact, managing event communications, and overseeing engaging content across multiple channels.

Reporting & Term

- **Reports to:** Executive Director / Chief Communications Officer
- **Contract:** 12 months, fixed-term
- **Location:** Dublin (with occasional travel for events)
- **Salary:** For details, please contact Nicki Lynch at nlynch@irelandfunds.org

How to Apply

To apply, please send your **CV and a Letter of Application** to **Nicki Lynch** at nlynch@irelandfunds.org by **Monday 31 March 2025**.

Key Responsibilities

Communications

- Work closely with Communications team to develop and deliver compelling content across social media, website, e-newsletters, and press releases, ensuring brand consistency.
- Work with the team to effectively communicate the impact of The Ireland Funds' grantmaking.
- Collaborate on video content, pre & post-production, by identifying impact stories and coordinating filming logistics.
- Design stylish, on-brand presentations and proposals to support fundraising efforts.
- Oversee the production of the annual impact and donor reports. Monitor and archive assets around testimony and impact throughout the year for use in materials.
- Support events, including messaging on The Ireland Funds' mission, honourees, and speakers.
- Contribute content for global events as required.
- Collaborate with The Ireland Funds' external PR team to issue media releases.
- Manage the production of the annual Conference app.
- Support team and contribute to communications around organisation's 50th anniversary in 2026.
- Support various programmes such as George Moore Scholars and No Mind Left Behind as required.
- Ensure all messaging aligns with The Ireland Funds' key strategic goals.

Events

- Work with external vendors to build and manage fundraising auction platforms.
- Oversee event auctions from start to finish, ensuring smooth execution and maximum impact.
- Create on-brand event visuals, including slides and mission images.
- Design and produce printed event materials, ensuring strong branding.
- Coordinate event photography and post-event media coverage.
- Manage social media campaigns before, during, and after events.
- Attend and support occasional events across Ireland.

Preferred Qualifications & Skills

- **Experience:** Background in communications, events, or a related field.
- **Creativity & Design:** Strong eye for design, with proficiency in tools such as Canva.
- **Writing & Storytelling:** Excellent writing and content creation skills.
- **Project Management:** Ability to manage multiple projects, deadlines, and stakeholders.
- **Collaboration:** Works well independently and as part of a team.
- **Attention to Detail:** High level of accuracy and organisation.
- **Technical Proficiency:** Familiarity with digital content tools, social media, and event management software.
- **Travel:** A full driving license and access to a car is ideal but not essential.