

Job Description: Business Development Officer

UNICEF works in the world's toughest places to reach the most disadvantaged children and to protect the rights of every child, everywhere. Across more than 190 countries and territories, we do whatever it takes to help children survive, thrive, and fulfil their potential, from early childhood through adolescence.

And we never give up.

Job Title	Business Development Officer
Reporting To:	Corporate Partnerships Manager
Department	Corporate Partnerships
Job Location	Currently working from home. UNICEF Ireland, 33 Lower Ormond Quay, Dublin 1, Ireland
Hours	37.5 hours per week (9.00am to 5.30pm)
Salary	Commensurate with experience
Contract	One Year

ABOUT THE TEAM

The Corporate Partnerships Team has achieved significant growth over the last year, securing, and growing major strategic grants with private companies through the UNICEF Corporate Vaccine Alliance.

Job Purpose:

UNICEF is funded entirely through voluntary contributions. The donations and support we receive from businesses and memberships organisations are crucial to the success of our work for children. By partnering with the Irish business community, we work to provide lifesaving aid to children and families caught up on the world's worst humanitarian crises and we work to save lives and transform childhoods so that every child has the chance to not only survive but thrive.

We are looking for a committed and dedicated individual to join our Corporate Partnerships team. The Business Development Officer will be responsible for delivering funds from Irish based companies and organisations.

We are seeking a dynamic individual with exceptional motivation, resilience and networking skills to drive this critical and expanding area of UNICEF Ireland fundraising.

This is an exciting role for a self-starting individual who wants to make a difference working with one of the most respected children's organisations in Ireland and globally. This position will have responsibility for helping to drive the Business Development strategy across a range of business sectors, building and developing the prospect pipeline.

The successful candidate will have excellent communication skills, experience in fundraising, sales or business development and be willing to pro-actively engage with businesses on a routine basis. This candidate will also have the capacity to draft concise, articulate proposals and the ability to formulate creative propositions. The successful candidate will have a high degree of comfort delivering presentations and programme updates in informal and formal settings.

Main Duties & Responsibilities:

Reporting to the Corporate Fundraising Manager, the role holder will:

- Provide support to current corporate donors and partners – stewarding relationships to further develop UNICEF Ireland's fundraising potential with these supporters.
- Assist with the organisation of corporate fundraising activities and events to help build UNICEF Ireland's profile and engagement with the corporate sector.
- Research & identify a pipeline of opportunities for revenue generation and progress these in line with agreed KPIs.
- Assist with the administration and account management of existing corporate partnerships & relationships.
- Prepare digital content such as social media posts, website or brochure content, fundraising products and copy to support corporate fundraising activity.
- Prepare documents for the Corporate Partnership Manager for meetings and presentations.
- Assist with the co-ordination of major corporate fundraising appeals – newsletters, campaigns, UNICEF Corporate Vaccine Alliance, 'Get a Vaccine, Give a Vaccine' campaign, the Corporate Christmas appeal, including preparation of corporate database lists, liaising with printers and designers, and meeting deadlines.
- Grow UNICEF Ireland's employee fundraising appeals and engagement opportunities & activities, such as volunteer activities and groups.
- Manage and track invoices issued for donation made via bank transfer

- Write and design acknowledgement materials for donors, segmenting based on giving levels
- Carry out lead generation activities via cold calling and outreach via email and social media.
- Ensure that all activities comply with UNICEF Ireland's Fundraising Policies and Procedures, as well as all legislation governing charity activity including GDPR.
- Any other duties as identified by the Corporate Partnership Manager to further develop the portfolio of partnerships and income from this sector.

GENERAL RESPONSIBILITIES:

- To demonstrate creativity, drive, dynamism, commitment, attention to detail and best practice in all activities.
- Ensure information systems are maintained and kept up to date as appropriate.
- Ensure compliance of charities regulation, data protection acts, governance and best practice.
- Well experienced in MS Office and CRM software (Microsoft Dynamics desirable but not essential).
- To keep abreast of current developments in the NFP & NGO Development sector.

EXPERIENCE & SKILLS

- Excellent presentation, communication (written & verbal) and interpersonal skills.
- A minimum of 3+ years proven and relevant experience in fundraising and/or sales and/or customer facing.
- Experience in Corporate fundraising and relationship management is desired.
- Proven experience in stewardship and developing new business.
- Confident networker with the ability to forge strong working relationships.
- Flexibility and adaptability, a willingness to take on additional duties with a growth mind-set.
- Flexible approach to working hours in response to varying demands of the office.
- Ability to work as part of a team as well as proactively working alone.
- Strong Report writing & IT skills – including CRM Databases, Word, Excel, Outlook and PowerPoint.
- Competency of engagement with established social media channels.
- A keen interest and understanding of the not for profit sector as well as fundraising principles.

Person Specification:

- Good communication and interpersonal skills are essential.
- Third level education.
- Committed interest in the work & principles of the UNICEF.

- Good administrative and organisational skills.
- Ability to speak and write fluently in English.
- Ability to work as part of a team.
- Ability to respond to a varying workload in a busy environment.
- Ability to meet deadlines and targets.
- Excellent attention to detail.

CONTRACT TERMS

- Salary will be commensurate with experience
- 37.5 hours/week, Mon-Fri
- Term: One Year Contract
- Location: UNICEF Ireland, 33 Lower Ormond Quay, Dublin 1 and, where agreed, remotely

This job description is not exhaustive and is subject to changes as is required within the Partnerships team. Or any other criteria which we deem to be appropriate for the role.

UNICEF Ireland is committed to adhering to the highest standards of child protection and child safeguarding. UNICEF reserves the right not to employ staff or engage volunteers or other representatives who are deemed to pose or potentially pose a risk to the protection of children, to the full extent permitted by law. Additionally, all candidates must sign UNICEF Ireland's Child Protection Policy & Procedures before commencing employment, engaging as a volunteer, intern, consultant or representative of UNICEF Ireland.

To apply - please send your CV and Cover Note in an email titled "Business Development Officer" to Owen Buckley (owen@unicef.ie (<mailto:owen@unicef.ie>)) by 5pm on Wednesday, 9th of February.

Region

Dublin 2 / Remotely and in-person

Date Entered/Updated

24th Jan, 2022

Expiry Date

9th Feb, 2022