

Role Description**Fundraising Intern****Purpose of Role:**

The Fundraising Intern will play a central role in ALONE's Fundraising team. The successful intern will gain hands-on experience in the development of a fundraising campaign from identification, to comprehensive research through to planning for effective execution of the campaign. They will also gain a good understanding of an independent non-profit organisation.

Key responsibilities:

- Provide general support to the fundraising department and assist with new projects and campaigns as required,
- Source prizes for internal and external events at various times of the year,
- Update database and ensure good record keeping at all times.

Community Fundraising;

- Support our recruitment activity encouraging 3rd party community fundraising activity,
- Encourage and support all members of the public/groups taking part in fundraising activity for ALONE,
- Promote, recruit and support participants for challenges taking place throughout the year, .e.g. Dublin City Marathon,
- Work on projects and campaigns as agreed.

Individual Regular Giving:

- Assist with implementation and ongoing administration of regular giving donations,
- Support our development activity of online donations.

School Talks:

- Prepare and oversee annual mailshot to secondary schools,
- Main point of contact for schools requesting a talk and / or taking part in fundraising,
- Liaise with school talk volunteer team and schedule appointments with schools,

- Analyse feedback from schools,
- Update and amend presentation / school talk format where necessary.

Marketing & Communications:

- Input into messaging for ALONE campaigns,
- Attend meetings with communications and PR team where necessary,
- Update social media with fundraising information as required,
- Collate fundraising information for inclusion in quarterly newsletter,
- Assist with specific targeted fundraising mailshots at different times of the year,
- Represent ALONE at charity information days or expo's as required.

Qualification/Skills Required:

- Qualification and/or experience in sales/marketing/PR/event management/finance,
- Experience of working with salesforce or other databases would be an advantage,
- Good communication and writing skills,
- Personable, friendly and courteous manner,
- Ability to work as part of a team or on own initiative,
- Good time management and ability to meet agreed deadlines within budget.

Other information:

- Attend team away day – brainstorm across three functions ,
- Team meetings – every 2 weeks ,
- PR meetings – every 3 weeks ,
- Ensure accurate and up-to-date records are maintained and handover of duties/projects is completed at the end of placement.

Places of work:

You will be based at our head offices at Pleasant Street except when duties assigned are of an Outreach Nature (please note expenses incurred for travel and other sundries will be reimbursed with all relevant receipts received)

Hours of work: (3 Days) – 6 Month contract

9am-5pm Monday – Friday (negotiable)



Helping older people in need

Support and Supervision:

You will receive a full induction into the organisation and each specific department prior to undertaking any duties. Your input will be valued and welcomed as a “fresh pair of eyes” and where possible we encourage you to make suggestions and provide feedback to staff. An assigned Mentor will be available to provide support and supervision during your placement and to review with you on a regular basis any concerns or issues arising.

Applications by email to include cover letter and CV to Maoiliosa.k@alone.ie to reach us no later than 19/02/2016

Please note the above duties are not exhaustive and a level of flexibility is required in this role.