

***Special
Olympics
Ireland***



CANDIDATE INFORMATION PACK

Corporate Partnerships, Trusts and Foundations Manager



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About Special Olympics Ireland

Special Olympics Ireland is the National Governing Body for Sport for persons with an intellectual disability. Founded in 1978, we provide a year-round sports training, development and competition programme for athletes with an intellectual disability participating in affiliated clubs across Ireland and we offer the opportunity to compete up to national and World Games level.

The Special Olympics programme offers 13 summer sports, 2 winter sports and a comprehensive Motor Activities Training Programme (MATP) for those who have not yet gained the necessary skills for participation in structured sports training. We also offer other programmes such as Health and Wellbeing, Athlete Leadership and other programmes delivered through a club-based sports training programme offered at a community level.

Our Vision, Mission and Values

Our mission is to provide a quality year-round sports programme, embedded in local communities, resourced by vibrant and strong leaders, incorporating health and well-being opportunities for athletes with an intellectual disability from 4 years of age upwards. By joining Special Olympics programmes, athletes learn to the key skills to keep themselves physically, mentally, and emotionally fit.

None of this would be possible without the passion, energy and support of our volunteers, clubs and partners.

Our company values are

- Passion & Pride
- Equipped For Empowerment
- Flexibility & Adaptability
- One Team

You can read our current strategic plan [here](#)

About the Role

Special Olympics is seeking to recruit an ambitious, experienced and target driven Corporate Partnerships, Trusts & Foundations Manager. Reporting to the Head of Corporate Partnerships, Fundraising Manager and working closely with the wider team this role will be instrumental in identifying and delivering external funding from new and existing corporate partners as well as trusts, foundations and grant making bodies.



This is an exceptional opportunity for a focused, dynamic professional to join its large, committed and talented Fundraising, Marketing and Communications Team to support our ambitious strategic plan as we enter 2023 and the Special Olympics World Games in Berlin.

You will need to be a great communicator and influencer with a commitment to collaboration and partnership, excellent presentation, relationship building, and networking skills and extensive experience of driving income growth in the areas of corporate, trusts and foundations fundraising.

Key areas of responsibility include;

- Achieve specified fundraising targets by sourcing and securing funding from corporate partners, trusts, foundations and other grant-making bodies.
- Successfully manage relationships with existing corporate partners, and key people within grant-making bodies, with the aim of maximising the potential of our current portfolio of supporters.
- Actively seek to improve partnership service levels for new and existing partners.
- Implement the corporate fundraising strategy and execute the supporting actions in line with the overall corporate partnerships department's objectives.
- Through collaboration with the wider Special Olympics Ireland organisation, identify, qualify, and develop stewardship plans for institutional prospects, ensuring the correct processes are followed when progressing supporters through the fundraising cycle.
- Develop comprehensive funding and grant proposals, presentations, funding applications and impact reports to a professional standard.
- Seek and secure new support for the organisation in the areas of sponsorship, corporate fundraising, grants, trusts & foundations and volunteering.
- Network at all levels to build new relationships for the organisation.
- Track, manage and record corporate, trust and foundations activity on the CRM system.
- Manage corporate budget and return on investment from corporate activities.
- Work closely with the Head of Corporate Partnerships, Fundraising Manager and Regional Fundraising Coordinators to deliver corporate income targets.



- Work closely with the Marketing and Communications Manager on sponsorship deliverables and corporate partnership communication platforms.
- Build strong internal relationships with key functions in Special Olympics including sport, volunteers and regional offices.

About You

Knowledge & Experience:

- A minimum of 2 years' experience in corporate fundraising, or a similar account management role is essential
- Experience of writing funding and grant proposals and applications is essential
- Excellent understanding of fundraising best practices and charities' compliance
- A proven track record of achieving and delivering agreed fundraising targets
- Experienced networker with an ability to manage multiple relationships at all levels
- A third level qualification in a relevant discipline would be desirable
- Strong ability to manage budgets, finance and fundraising

Skills & Competencies

- Strong interpersonal, communication and relationship building skills
- Strong organisational skills
- Ability to network and influence at all levels
- Demonstrable ability to achieve set targets/goals
- Excellent presentation creation and delivery skills
- Ambitious with a high level of energy and an exceptional work ethic
- Experience of CRM systems for monitoring and evaluating supporters and measuring long term impact

Other requirements

- A full driving licence and access to a car as this position requires some travel.
- Flexibility to travel as required.
- All applicants must have the right to work in Ireland

Terms

- Full-time, permanent role, based in Sports Ireland Campus, Dublin 15 with a blended working arrangement and some travel as required
- Salary circa €50k
- 35hr hour working week
- Employer pension (5% employer contributory)

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- 20 days (rising to 26 with service) annual leave plus 2 company days
- Flexible and Hybrid Working Practices
- Other benefits include (Enhanced Illness and Maternity Pay, Passion & Pride Leave, TOIL, Death in Service, Personal Accident Insurance, Free Parking, Staff Welfare Activities & Entertainment, Wellbeing Initiatives, Staff Recognition Incentives)

How to Apply

The recruitment campaign for the role of Corporate Partnerships, Trusts and Foundations Manager is being managed exclusively on behalf of Special Olympics Ireland by Mantra Strategy.

For a confidential, informal discussion about this role, please contact Suzanne on 086 6001039.

To apply for this role, please email your CV and a tailored cover letter outlining your suitability and experience to suzanne@mantrastrategy.ie

The closing date for applications is **4th December 2022** with interviews held shortly after that date.

For more information on Special Olympics Ireland please visit

<https://www.specialolympics.ie/>

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