



JOB DESCRIPTION

Respond is the largest housing association in Ireland providing social housing and homeless services. We are building our team of people with ambition and ability to achieve our aim to meaningfully address the housing and homelessness crisis Ireland.

Role:	National Partnership and Relationship Manager
Location:	High Park, Dublin
Reporting to:	Head of Advocacy and Communications.
Terms:	Permanent Contract
Job Purpose:	To plan and implement a strategy to maximise utilisation of Respond's community buildings and to design and implement corporate fundraising and sponsorship programs. The successful applicant will have experience in marketing, fundraising, managing partnerships and experience within Corporate Social Responsibility. They will possess strong leadership and influencing skills.

Responsibilities

1. Partnership

- a) Devise a strategy for the maximum utilization of the Company's community buildings.
- b) Plan and implement a strategy to promote and partner Respond with relevant organisations to develop sites.
- c) Design and implement corporate fundraising and sponsorship programs.
- d) Enhance the profile and recognition of Respond as a successful partner for CSR projects.

2. Promotion

- a) Create and plan marketing campaigns.
- b) Develop marketing materials, like flyers and brochures, to be used for the promotion of events and other fundraising pushes.
- c) Ensure an integrated stakeholder service experience supported by a strong customer service ethos.
- d) Maximize external networks of support to harness goodwill and support for Respond.
- e) Develop strategies and systems for maximum stakeholder engagement.
- f) Maintain complete and orderly records of donors and manage regular donor communications in line with GDPR.
- g) Build upon existing donor relationships and form new donor relationships on a regular basis.

- h) Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities.
- i) Undertake market research on market trends, targets and possible sponsors.
- j) Organize promotions and events to meet stakeholders, clients and potential partners.

3. Financial

- a) Propose and manage the service budget.
- b) Ensure value for money in service delivery.
- c) Analyze the performance of events and other fundraising activities for effectiveness and to identify areas where money can be saved.
- d) Enable innovation through monitoring and reviewing, reporting on all activities to ensure that they are effective and responsive whilst meeting stakeholder requirements.
- e) Using automated systems for email campaigns and customer management.

4. Management

- a) Plan and organise resources so to achieve its strategic objectives.
- b) Provide leadership at every level so the partnership initiatives achieve their full potential.
- c) Provide effective information and support to all staff ensuring effective delivery of service to stakeholders at all times.
- d) Participate as an effective member of the advocacy team.

Skills Required

- Relevant 3rd level qualification in marketing or related field.
- 5 years fundraising/partnership experience.
- Comprehensive knowledge and experience of Corporate Social Responsibility landscape.
- Proven record of delivery of effective partnerships, delivering a comprehensive and expanding range of options to meet customer needs.
- Developing and successfully managing relationships with partners, external stakeholders, donors and funders.
- Exemplary communication abilities and capacity to relate to people at all levels.
- Excellent influencing with strong verbal and written communication skills.
- Excellent organisational and planning skills.
- Ability to deal effectively with competing demands with a good attention to detail.
- Established leadership skills with the ability to inspire change, motivate and stakeholders at all levels, and to deliver consistent success.
- Ability to manage and analyse data to drive effective decisions and innovation.
- Proven ability to handle volatile and challenging situations.

Competencies required

- Strategic Analysis.
- Analysis and Planning.
- Leadership Capability.
- Influence up and down.
- Results focused.
- Customer Focus.
- Commercial Orientation.