

# ST. JAMES'S HOSPITAL

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## FOUNDATION

- Role title :** Fundraising & Communications Assistant
- Reports to:** Edwina Hogan, Chief Executive, St. James's Hospital Foundation
- Salary:** €32,378 per annum
- Job type:** One year temporary contract
- Location:** Primarily at St. James's Hospital, James's Street, Dublin 8 but from time to time at event locations
- Hours:** Primarily 9 am to 5 pm. Occasional evening, weekend and bank holiday work required.
- Closing date for application:** Friday, July 30<sup>th</sup> 2010
- Interviews:** Between Monday August 2<sup>nd</sup> and Friday, August 13<sup>th</sup>

### **Organisation background**

St. James's Hospital is Ireland's largest hospital and a teaching hospital of Trinity College. As well as providing a comprehensive service for patients within its South Dublin catchment area, St. James's Hospital takes care of patients from all over Ireland with national specialties that include Plastics, Burns & Reconstructive Surgery and Bone Marrow Transplant Services. To find out more about St. James's Hospital, please see the hospital's website at [www.stjames.ie](http://www.stjames.ie).

As the recognised charity attached to the hospital, St. James's Hospital Foundation (the Foundation) facilitates donors to the hospital – processing donations and grants, employing research staff and disbursing funds to the hospital. The Foundation also fundraises with a programme of events and mailings.

### **Skills, experience, personal qualities and qualifications sought**

- Excellent verbal and written communication skills.
- Excellent project and time management skills.
- Minimum of one year's direct relevant experience.
- Competence and experience in MS Word, Excel and PowerPoint.
- Competence and experience in managing databases and lists, mail merges and in co-ordinating mailings.
- Strong sense of responsibility, professional attitude and initiative.
- Creativity and enthusiasm.
- Relevant third level qualification.

### **Enquiries and applications**

Enquiries to Edwina Hogan, St. James's Hospital Foundation, 01 428 4086.

To apply for this position please apply electronically with a cover letter and up-to-date CV to Edwina Hogan, Chief Executive, St. James's Hospital Foundation – [ehogan@stjames.ie](mailto:ehogan@stjames.ie).

St. James's Hospital Foundation, St. James's Hospital, Dublin 8  
Telephone +353 1 428 4086, E-mail [foundation@stjames.ie](mailto:foundation@stjames.ie), [www.stjames.ie](http://www.stjames.ie)

Directors Prof Colm Bergin, Ian Carter, Fintan Cooney, Siobhán Donnelly, Brian Fitzgerald, Dr Pat Freyne, Prof Tom Mitchell, Rosemary Ryan, Prof Marcus Webb, Prof Donald Weir

## **Responsibilities**

### ***Responsibility for general fundraising administration***

This includes:

- Postage.
- Recording of all incoming donations, upkeep of the donor database and generation of reports as required.
- Weekly banking.
- Upkeep of the fundraising activity calendar.
- Upkeep of mailing lists and label lists.
- Provision of administrative support to the Foundation Grants Committee.
- General upkeep of filing systems.
- Other administrative support as may from time to time be required.

### ***Working with the chief executive to build relationships with donors***

This includes:

- Liaison with third-party fundraising volunteers.
- Provision of support for third-party fundraisers as required.
- Generating reports as required.

### ***Taking responsibility for / providing event management and communications support for fundraising initiatives***

This includes:

- Research and development.
- Generating invitation mailings and recording responses.
- Liaison with design, print and other suppliers as well as venues as required.
- Liaison with target supporters as required.
- Record-keeping of responses/participants and generating reports as required.
- Being on-site at events as required.

### ***Developing and fulfilling direct mail activity***

This includes:

- Research.
- Liaison with design and print suppliers.
- Generating labels, mail merges and printing mailings as required.
- Fulfilment of direct mailings.
- Record-keeping of responses and generating reports as required.

### ***Supporting the Foundation's communications***

This includes:

- Drafting copy for the staff Intranet.
- Maintaining the staff Intranet and external website.
- Drafting copy for the staff newsletter.

***For more information about St. James's Hospital Foundation, please see the St. James's Hospital website at [www.stjames.ie/donations](http://www.stjames.ie/donations)***

St. James's Hospital Foundation, St. James's Hospital, Dublin 8  
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