



# Partnerships and Philanthropy Officer

## Candidate Briefing Document





# ABOUT EPILEPSY IRELAND

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Epilepsy Ireland is the national organisation representing the 45,000 people living with epilepsy in Ireland. Established in 1966, our vision is to achieve a society where no person's life is limited by epilepsy.

Our mission is to empower all those affected by epilepsy to achieve their full potential by providing high-quality community-based support and education, raising public awareness, conducting effective advocacy, and supporting research.

For more information, please visit [www.epilepsy.ie](http://www.epilepsy.ie).



## VISION

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Our Vision is to achieve a society where no person's life is limited by epilepsy.

## MISSION

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To empower all those affected by epilepsy to achieve their full potential by providing high-quality community-based support and education, raising public awareness, conducting effective advocacy and supporting research.

## VALUES

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- Respect
- Empathy
- Support
- Person-Centred
- Empowerment
- Collaboration
- Trust

## GOVERNANCE

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Epilepsy Ireland is a registered charity and CLG. We are governed in accordance with our Constitution by a Board of Directors comprised of people with epilepsy, family members of people with epilepsy, medical professionals, business professionals and others with a direct interest in our mission and vision.

# CONTEXT FOR APPOINTMENT

The creation of this new position in the Fundraising Team reflects the importance of corporate partnerships and philanthropy as a core element of Epilepsy Ireland's strategic plan to increase fundraised income.

The successful candidate will provide important capacity to identify, cultivate, and steward prospective supporters in corporate and trust and foundation fundraising.

This role provides an ideal opportunity for an ambitious fundraiser to develop and own a successful corporate fundraising pipeline and steward relationships with important funders.



# THE POSITION

<b>Title</b>	Partnerships and Philanthropy Officer
<b>Reporting to</b>	Fundraising and Development Manager
<b>Direct Reports</b>	None
<b>Place of Work</b>	Epilepsy Ireland Head Office, Crumlin, Dublin 12 <i>(flexible hybrid working options available, subject to business requirements)</i>
<b>Contract Type</b>	Permanent, following successful completion of 6-month probationary period
<b>Working Hours</b>	35 hours per week; flexible working hours including some evenings and occasional weekends.

# ROLE SUMMARY

As Partnerships and Philanthropy Officer, you will play an integral role in the development of fundraising in Epilepsy Ireland. Reporting to the Fundraising and Development Manager, you will be responsible for corporate and trust, foundation, and grant fundraising.

This includes growing income through preparing grant applications, acquiring new supporters; stewarding relationships; and expanding the portfolio of organisations supporting the work of Epilepsy Ireland. You will also be responsible for gathering engaging stories of impact which are essential to the generation of impactful supporter communications and long-term partnerships.



## Corporate, Trust & Grant Fundraising

- Responsible for the delivery of fundraising targets as a key member of the Fundraising Team.
- Identify and qualify prospective opportunities to build a strong and strategic fundraising pipeline.
- Develop and steward a portfolio of corporates, trusts, and foundations supporters to ensure long-term support.
- Create a calendar of relevant grant opportunities, keep informed of emerging funding opportunities, and complete grant applications.
- Develop and deliver tailored presentations and pitches for support and innovative and engaging partnership activities.
- Develop compelling cases for support for key projects aligned with organisational priorities and ensuring strong, evidence-based narratives that maximise funding opportunities.



## Partnership & Relationship Management

- Identify and research corporate and trust and foundation prospects and secure introductory meetings.
- Maintain, develop and grow relationships with existing corporate partners, donors and trusts and foundations.
- Attend networking events and sector gatherings to build connections, raise the profile of Epilepsy Ireland, and identify potential supporters.

## Campaigns, Communications & Reporting

- Collaborate with the Fundraising Team in executing the annual flagship fundraising campaigns and develop a promotional strategy to implement these campaigns effectively with corporate supporters.
- Provide regular analysis and reports to the Fundraising and Development Manager on activities and performance.
- Ensure the CRM is used to accurately record communication with contacts and track all income.
- Collaborate with internal stakeholders to utilise communications, marketing, digital tools, and social media to increase the visibility and relevance of Epilepsy Ireland to corporate and trust and foundation audiences.
- Develop a mechanism for impact reporting to measure and track outcomes and to generate insights that demonstrate the effectiveness of programmes and initiatives.





## Organisational & Compliance Responsibilities

- Demonstrate a commitment to the work of Epilepsy Ireland and carry out the work of the organisation in an efficient and effective manner.
- Uphold the reputation of the organisation and represent Epilepsy Ireland in a professional manner.
- Collaborate with colleagues and contribute to the overall strategic development of the organisation.
- Participate in Epilepsy Ireland's performance management system, take ownership of professional development, and engage in regular supervision and appraisal.
- Participate in relevant training and development courses as agreed with your manager.
- Ensure all activity complies with Epilepsy Ireland's policies and procedures, the Fundraising Codes of Good Practice, legislation governing charity activity, and the GDPR.
- Ensuring compliance with cash handling, banking, gift acknowledgment, and receipting policies.
- Ensure confidentiality on all matters and information obtained during the course of employment.
- Be vigilant to any health, safety and welfare risks in the workplace.
- Undertake any other duties as might be reasonably assigned from time to time.



# PERSON PROFILE

This is an exciting opportunity for a driven, creative professional to shape and deliver fundraising strategies that will secure Epilepsy Ireland’s financial sustainability and support its mission to empower those affected by epilepsy to reach their full potential.

The successful candidate will be an engaging communicator with strong skills in strategic business development and supporter cultivation. They will bring exceptional interpersonal skills, building trusted partnerships, managing expectations, and ensuring alignment with organisational goals.



# CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
Third-level qualification in a relevant field.	✓	
1-2 years’ experience in fundraising, B2B sales, or account management.	✓	
Proven networking, relationship building, and prospect cultivation skills.	✓	
Excellent interpersonal, presentation, research and sales skills, including strong verbal and written communication skills.	✓	
Ability to work to targets and deadlines both as part of a team and on own initiative.	✓	
An ability to demonstrate versatility and work in a multi-disciplinary environment.	✓	
Flexibility, enthusiasm, and motivation to succeed.	✓	
Experience in corporate fundraising, grant applications, and impact reporting.		✓
Experience preparing and delivering presentations/pitches.		✓
A professional fundraising qualification.		✓
Experience in events and campaigns fundraising.		✓
Experience working with/managing volunteers.		✓
Strong IT skills and experience, especially working with MS Office suite including Word, Excel, Power Point, and Teams.		✓
An interest in and understanding of the not-for-profit sector as well as fundraising principles.		✓
Experience with Canva or other design tools.		✓
Knowledge of epilepsy and the Irish healthcare environment.		✓
Full clean driver’s license and access to a car, or access to reliable transportation.	✓	

*If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.*



# PRIORITIES FOR POST HOLDER IN FIRST 6 MONTHS

**In your first 6 months in the role, you will lead on the following priorities:**

- ✓ Strengthen relationships with existing corporate supporters to build long-term engagement.
- ✓ Develop an attractive offer of engagement activities for corporate partners.
- ✓ Prepare compelling cases for support for key projects.
- ✓ Establish and maintain a grants calendar to track opportunities and deadlines.
- ✓ Create and share powerful impact stories to engage funders and supporters.
- ✓ Build a prospect pipeline of key funders for 2026 and corporates with known links through service users and their networks.

*These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. The post-holder may from time to time have to undertake any other duties commensurate with the post, as designated by the Fundraising and Development Manager*

# REMUNERATION



The salary for this role is in the range of €40,000 - €45,000 per annum, commensurate with experience.

## **Non-pay related benefits include:**

- Employer Pension Contribution (5%)
- Some evening and weekend working as well as travel within Ireland will be required from time to time for which time off in lieu (TOIL) is given.
- 22 days annual leave with company days on Good Friday as well as Christmas Eve when it falls on a weekday.
- Hybrid role with high degree of flexibility.





## **APPLICATION PROCESS**

**Recruitment for this role is being managed exclusively by 2into3.**

If you are a highly motivated fundraising professional looking to take on a rewarding role, please send your CV and cover letter to **Orla Dolan, Consultant - Talent, 2into3.**

The closing date for applications is **Sunday 21 September, 2025.**

All enquiries regarding the role will be held in strictest confidence.

- **E-mail**                    [orla.dolan@2into3.com](mailto:orla.dolan@2into3.com)
- **Mobile**                    + 353 86 792 4696
- **Address**                    2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website**                    [www.2into3.com](http://www.2into3.com)

*The Epilepsy Ireland is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society.*

*At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates in the recruitment process. Please let us know if you require any specific accommodations at any stage of the recruitment process.*

