

Vacancy: Events Manager



Location:
Head Office, Dublin



Hours:
Full-time



Reporting to:
Head of Fundraising

About Peter McVerry Trust:

Established in 1983 by Fr Peter McVerry, the charity works with individuals at risk of, or experiencing homelessness, in Dublin, Kildare, Laois and Limerick. Peter McVerry Trust provides a wide range of services in the areas of homelessness prevention, housing, homeless services, under 18s residential and drug treatment.

Vision: “An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

Our Vision:

“An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

Our Mission:

Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

Overview

An excellent opportunity for a highly driven events professional to join the Peter McVerry Trust fundraising team. The role will be responsible for the development and delivery of a successful and comprehensive portfolio of events in line with the Fundraising Strategy.

Reporting to the Head of Fundraising

- To work closely with the Head of Fundraising to grow revenue and enhance public awareness and engagement through PMVT's events' strategy.
- The successful candidate will be expected to meet key objectives and targets monthly & quarterly to ensure the organisation's funding needs and development plans are met.
- Working closely with other members of the fundraising team, you will also assist with key annual appeals to ensure optimum success as well as develop new fundraising and marketing initiatives.
- To research and identify new and innovative events and secure event partners to contribute to the Fundraising Strategy.
- To work closely with colleagues to help develop relationships and build loyalty from event participants.
- To work closely with internal and external stakeholders to promote events

Events

This enthusiastic and competent individual will manage PMVT's wide range of events, such as:

- The Long Walk Home Series
- Annual Cycle
- Overseas Challenges
- Annual Gala Ball
- Christmas Carol Concert

Additionally, within this strategic role you will be responsible for:

- Development and implementation of Peter McVerry Trust's portfolio of events to appeal to a wide variety of supporters.
- Working closely with the Head of Fundraising, the Corporate Fundraising Manager and PMVT's fundraising committees to ensure all events are as cost effective and high-quality as possible.
- Strategic development and delivery of additional events in line with the Fundraising Strategy.
- Working closely with the Head of Fundraising to maximise income from online channels including recruitment of new supporters and development of relationships with existing supporters.
- Ensuring an excellent participant experience and constantly developing the network of PMVT supporters.
- Increasing the numbers of event participants leading to a sustainable income from this sector.
- Evaluating and gaining feedback from participants which will be used to enhance the donor's experience.

Requirements

- A multi-tasker, with a proven track record of managing multiple events and stakeholders.
- Proven track record of delivering successful fundraising events and achieving targets.
- Excellent organisational and project management skills; working within budgets and to deadlines.
- Exceptional relationship management skills.
- Proven experience of increasing income from fundraising, sales and/or marketing activity.
- Knowledge of KPIs and marketing techniques for event management.
- Problem solver and exhibits a high attention to detail.
- Experienced in social media and online platforms to promote events.
- Excellent communication and negotiation skills.
- Educated to degree level or equivalent in relevant area.
- IT (Microsoft Office) proficient.
- Willingness to attend fundraising events outside normal working hours – evenings, weekends and bank holidays.
- Knowledge of voluntary sector and charity legislation desirable.
- Commitment to the mission and objectives of Peter McVerry Trust.
- Full driver's licence and access to own car are essential.

Peter McVerry Trust Operations Ltd Registration Number 412953
Charity Number CHY7256

