

Job Description

Individual Giving Officer

World Vision Ireland is part of World Vision, the largest international child-focused humanitarian and development NGO in the world. Our 34,000+ staff members worldwide, work in nearly 100 countries, where we have impacted the lives of over 200 million vulnerable children. Through World Vision, every 60 seconds a family gets water; a hungry child is fed; a family receives the tools to overcome poverty.

We are dedicated to supporting children living in some of the world's most challenging and fragile contexts. We work with children to reach their full potential by tackling the root causes of poverty and injustice, and by collaborating with families and communities to build resilience, bring about sustainable transformation and create positive shifts in mindset.

World Vision Ireland's primary objective is to support field operations in both our core long-term development programmes, and in humanitarian & emergency relief.

We achieve this by raising public, institutional, and Governmental funds; by informing and engaging the Irish public about the humanitarian issues our teams witness first-hand in the field; and by influencing Irish Governmental policy in the areas of long-term development and emergency relief.

World Vision Ireland works with people of all faiths and none.

Job Overview

World Vision Ireland is seeking a dynamic Individual Giving Officer to play a key role in driving the organisation's growth and sustainability. This important position will be responsible for keeping our sponsors engaged and promoting the highest level of supporter care. The successful candidate will have a passion for fundraising, an acute attention to detail and will have exceptional organising skills. This role will involve engaging with donors on the phone, email and post: thanking, engaging, and inspiring growing financial support from donors.

What will the role entail:

- Manage all Tax Back campaigns throughout the year.
- Project manage retention and engagement campaigns (appeals, top up, upgrade, reactivation, birthday, Christmas and spring sponsorship mailings), including the management of fulfilment agencies and budgets.

- Write and send reminders and update emails for different campaigns.
- Manage supporter retention.
- Manage and improve our digital and offline donor journeys.
- Resource printing services for all fundraising needs.
- Ensure accurate data entry on our database.
- Proof and approve sponsorship communications from the global office.
- Supervise and prepare tasks for fundraising interns.
- When needed, organise trips for sponsors to the field, including promoting the trip to sponsors, finalising the list of attendees and send all communications in preparation for the trip.
- Research on partnerships with major donors.
- Promote WV's work to churches and organise speaking engagements for staff.
- Seasonally help with post opening and processing.
- Manage, equip and encourage community fundraisers and student volunteers.

Other responsibilities

- Manage of third-party suppliers as required.
- Participate in internal meetings and communications.
- Represent World Vision at events and meetings, as required.
- Perform other duties and tasks, as required in non-routine circumstances.
- Work closely and in collaboration with all departments and provide relevant support as required.
- Keep up to date on sector developments in line with the responsibilities of the role.
- Candidate must be flexible to the changing needs of the role.

Reporting

- Ongoing reporting on budget spent.

Person specification

Key requirements/essential:

- Must have 1 year of fundraising or customer care experience in a similar role or related field.
- Fluency in verbal and written English is essential.

Other requirements:

- Excellent interpersonal skills.
- Self-motivated with the ability to multi-task and perform under pressure and tight deadlines.
- Ability to work in a facilitative, participatory and collaborative manner.
- An inquisitive approach, particularly within learning and keeping aware of constantly evolving supporter motivations; the propensity for audiences and individuals to start and continue to support World Vision Ireland.

Skills and personal qualities:

- Excellent communication skills.
- Enjoys working within a targeted and results orientated environment.
- Ambitious, hardworking, and collaborative.
- Positive, can-do attitude.
- Results focussed with sharp attention to detail.
- Demonstrate organisational values at all times.
- Being flexible to the changing needs of the role.
- Passionate, determined and committed to the humanitarian and development work of World Vision.

Contract Details

- Job Title: Individual Giving Officer
- Reporting To: Senior Fundraising Manager
- Salary: €32,000 per annum
- Job Location: Rathmines, Dublin 6, Hybrid. Minimum three days in the office
- Contract Type: Permanent Full-Time contract
- Working hours: 36.5 hours Monday to Friday
- Benefits: 4% employer pension contribution*. (Rising to 8% after 2 years' service)
- VHI healthcare*
- Employee Assistance Programme
- Generous Holiday Allowance

*Employees will be entitled to the Pension & Healthcare entitlements, following the successful completion of 6 months' probation period.

Please apply with CV & cover note to ire-jobs@worldvision.ie

Closing date: Friday 31/10/2025

At all times when you are at work, we expect you to practice World Vision's values. The above job description only serves as a guide for the position available. This is not meant to be exhaustive but describes the essence of the role and responsibilities.

World Vision Ireland reserves the right to change this in accordance with the needs of the organisation.

World Vision Ireland is an equal opportunities employer.

Safeguarding

Safeguarding children and vulnerable adults is foundational to all of World Vision Ireland's activities and programmes. Central to everything we do is our commitment to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of children as a primary consideration in all actions and decisions.

World Vision has specific policies on this commitment which outline the expected behaviour and the responsibility of all staff, consultants, and other affiliates. Any candidate offered a position with World Vision Ireland will be required to sign and abide by the organisation's Child & Adult Safeguarding Policy and Behaviour Protocols. All successful candidates will be subject to detailed reference checks and some roles may require police background checks.