

Individual Giving Executive

Role Title: Individual Giving Campaign Executive	Reports to: Retention Manager	Date: June 2026
Department: Individual Giving	Direct Reports: 0 Indirect Reports: External Fundraising agencies	Budget Holder: No
Location: Dublin 2 with Hybrid Working policy with set office days	Contract: Permanent	Salary: €30,000-€35,000 dependent on experience.

ActionAid Ireland is an international women's rights organisation, standing with women as they build a fairer world for everyone. Even though women are denied their human rights around the world, they are leading and demonstrating real strength. Fighting for what's right and transforming their communities. Our role is to stand alongside that. To give them resources they need to lead recovery and fight for change on their own terms. Everything we do is locally led. Powered by women and girls who shape solutions based on their lived experience. It's the most effective proven method for addressing patriarchal inequality and poverty whilst creating a fairer world for everyone.

The Individual Giving team is essential to delivering ActionAid Ireland's [strategy](#) 2022-2027 to create a just and caring world where women's human rights are respected. Our strategic priority areas are addressing the structural causes of Gender Based Violence (GBV), promoting women's leadership in humanitarian contexts and amplifying feminist alternatives on economic and climate justice.

The Individual Giving Executive plays a key role in delivering ActionAid Ireland's Individual Giving programme, helping to shape, plan, coordinate and deliver multi-channel fundraising campaigns that inspire supporters, strengthen long-term relationships and grow sustainable income.

Working closely with the Retention Manager, you will project manage a range of supporter communications across direct mail, email, telemarketing, and child sponsorship communications. You will coordinate individual giving campaigns from planning through to evaluation, working with colleagues and external agencies to produce high-quality fundraising communications on time and within budget. Alongside campaign delivery, you will support the delivery of excellent supporter care, helping ensure every supporter feels valued and has a positive experience with ActionAid Ireland.

This is an excellent opportunity for someone looking to build a career in Individual Giving, gaining hands-on experience in campaign management, budgeting, fundraising communications and supporter experience within an ambitious fundraising team.

Key Attributes: Excellent project management and organisational skills, strong written communication skills with an eye for compelling fundraising content. Strong relationship management and supporter care skills and a commitment to delivering high-quality supporter experiences. Experience using CRM databases and confidence working with fundraising data. A clear commitment to ActionAid's mission and values.	
Areas of Activity	Key Accountabilities and Deliverables
Individual Giving Campaign Delivery (75%)	• Contribute to the delivery of ActionAid Ireland's Income Generation strategy, supporting income, retention and supporter engagement targets. • Coordinate the planning and delivery of a programme of Individual Giving campaigns across direct mail appeals and supporter newsletters, tax effective giving, thank you and upgrade telemarketing, and child sponsorship communications. • Project manage campaign delivery from planning through to evaluation, coordinating internal stakeholders and external agencies to ensure campaigns are delivered on time, within budget and to a high standard. • Develop campaign content by sourcing stories, briefing copywriters and designers, coordinating creative development and supporting the production of compelling fundraising communications. • Build and manage relationships with external suppliers, including creative agencies, printers, mailing houses and telemarketing providers. • Support campaign budget planning, performance reporting and continuous learning and insights.
Supporter Care and Fulfilment (25%)	• Working closely with the Supporter Care Executive to support delivery of excellent supporter care by responding to supporter enquiries and assisting with the fulfilment of supporter communications. • Support the processing of one off and regular giving donations, maintaining high standards of data quality and CRM integrity. • Coordinate the safeguarding of child sponsorship supporter communications, including the management of volunteers to ensure safeguarding requirements are met. • Act as Supporter Care/Fulfilment Lead during Irish Emergency Alliance emergency appeals. • Support the implementation and ongoing development of Salesforce CRM, contributing to process improvements and data migration activities.
Values	• To espouse ActionAid's social justice and feminist values

Key Relationships	
Internal	Working closely with Retention Manager, Supporter Care Executive, Data and Insight Specialist and wider Individual Giving team. You will also work closely with counterparts in the ActionAid federation.
External	Fundraising agencies, including creative agencies, telemarketing agencies, print houses. IEA Fulfillment Working Group.
Essential Skills • Experience coordinating campaigns, projects or communications in a fundraising, marketing, communications or customer-focused environment. • Excellent organisational and project management skills, with the ability to manage multiple priorities and meet deadlines. • Strong written communication skills, with the ability to develop, edit, and coordinate engaging supporter-focused communications. • Excellent relationship management skills, with experience working collaboratively with colleagues and external suppliers. • A supporter-focused approach, with excellent customer service skills. • Commitment to feminist leadership principles and anti-racist storytelling.	Desirables Skills • Experience in Individual Giving, direct marketing, and/or supporter care. • Experience coordinating direct mail, email, telemarketing campaigns. • Experience working with creative agencies, printers or other external suppliers. • Experience supporting campaign budgets or financial administration. • Experience using Salesforce or another fundraising CRM with confidence handling data and maintaining accurate records.
Our Benefits ActionAid Ireland values our employees. Benefits available include flexi-work policy and a high degree of flexibility within our Hybrid Working Policy. In line with our feminist values, we have generous Maternity/Paternity Policies, Annual Leave, Compassionate Leave and Sick Leave. Pension Benefits include an employer contribution of up to 10% and Income Protection for all members of our employer pension scheme. Feminist leadership principles guide our internal culture and performance management.	

What makes ActionAid different?

ActionAid's approach is about empowering people to claim their rights. Our working relationships, in Ireland and across the world are based on mutual trust, respect and democracy. As part of our commitment to women's rights we recognise, embody and champion feminist principles not only in the work we do, but the way we work, and how we do things. This is a committed attempt at reflection, continuous learning, and being mindful of the power we have as individuals in any situation (irrespective of where we are in the organisational structure) and how we exercise it. If you like the sound of that and you are the right fit, we can't wait to welcome you aboard.

This profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated in line with organisational needs.