



LGBT
IRELAND

For Inclusion
For Equality
For Everyone

Job description

Communications and Fundraising Executive

Title	Communications and Fundraising Executive
Reporting to	CEO
Contract type	1 year Fixed Term Contract
Hours of work	Full-time (35 hours per week)
Location	Hybrid (Remote working and LGBT Ireland's Office on Dame Street, Dublin 2)
Salary	€37,614 to €48,028 dependent on experience

About LGBT Ireland

LGBT Ireland is the national organisation for LGBTQI+ people and their families. Our ambition is an Ireland where LGBTQI+ people, in all their diversity, can live full, safe, authentic, and celebrated lives. We are working to make Ireland the best place in Europe to be an LGBTQI+ person.

We provide direct services and supports to LGBTQI+ people and their families; advocate for change in policy, legislation and practice that affects the lives of LGBTQI+ people; and provide information, training and raise awareness to support a more inclusive Ireland.

Partnership and collaboration is core to the work of LGBT Ireland, and we work with National LGBT Helpline partners and LGBTQI+ organisations around the country to achieve our mission. Our values of compassion, collaboration, intersectionality and being solution focused, inform all our work.

Role purpose

The Communications and Fundraising Executive will coordinate communications, digital strategy, and stakeholder engagement, helping to raise awareness of who LGBT Ireland is and what we do. They will work to maintain and secure additional funding for LGBT Ireland to support its sustainability, with a particular focus on growing individual, corporate and philanthropic funding.

This role is a critical role interacting with all areas of LGBT Ireland's work. They will support the development and implementation of strategies and tools to increase awareness of LGBT Ireland's work, increase reach of our services and training, spread our advocacy and policy messages to the right audiences, and generate sustainable income to enable our work.

Key responsibilities

Funding and development

- Work with the CEO to secure additional funding for LGBT Ireland to secure its sustainability, with a particular focus on growing individual, corporate and philanthropic funding.
- Develop and coordinate LGBT Ireland's donor database, and lead on new donor recruitment, engagement, and retention initiatives.
- Design and deliver donor care and stewardship initiatives for regular donors and once-off donors, working to maintain donor satisfaction and increase retention.
- Identify, cultivate and secure philanthropic, corporate and community fundraising opportunities and relationships, with the CEO.
- Maintain and monitor income tracking pipelines, financial reports, metrics and databases.
- Develop fundraising and development collateral including presentations, briefing papers, organisational research and other bespoke materials.
- Work with SLT members to identify project and programme funding needs, and to develop proposals for funders, and identify and prepare grant applications.
- Ensure compliance with all fundraising and data protection legislation, maintaining the highest ethical standards.

Communications

- In consultation with the senior leadership team (SLT), develop the communications plans for LGBT Ireland, ensuring our communications (including digital communications) and activity are integrated.
- Lead the delivery of LGBT Ireland's communications plan, across all channels.
- Coordinate media engagement and press communications, including drafting materials, pitching stories, and monitoring coverage.
- Develop and deliver campaigns and events.
- Produce content and materials for campaigns, events, and organisational publications.
- Coordinate communications, including newsletters, email briefings, video content and outreach.
- Serve as steward for LGBT Ireland's brand and produce new brand and communications assets as required.
- Collect and share case studies and impact data to communicate LGBT Ireland's mission and achievements.

- Design and deliver campaigns to deliver the strategic objectives, including advocacy, awareness, fundraising and services campaigns.
- Manage media stakeholders and external agencies and relationships as required.

Digital

- Lead LGBT Ireland's digital presence including website and social media, and maintain and optimise these platforms.
- Produce compelling social media and digital content for a range of platforms, including LinkedIn, Instagram, and digital newsletters.
- Develop and execute social media and digital strategies, to grow LGBT Ireland's digital reach and engagement.
- Develop and deliver digital campaigns across platforms; monitoring performance, optimising reach and reporting on content performance.
- Track, report and analyse digital analytics and metrics.

Skills and experience

- Prior experience in a communications, fundraising, sales and/or business development role is required. LGBT Ireland is an equal opportunities employer and measures experience not based on time, but by the quality of experience gained.
- Experience in the not-for-profit sector, or demonstrated understanding of the not-for-profit sector along with demonstrated capability to adapt to this environment.
- Proficiency in CRM (e.g. Salesforce), content management systems, digital tools, and social media.
- Demonstrated commitment to the vision, mission and values of LGBT Ireland.

Application process

To apply, please send your CV and a brief (one-page) cover letter by email to recruitment@lgbt.ie by **5pm on Thursday 22 January 2026**. Please put the role title "Communications and Fundraising Executive" in the subject line.

LGBT Ireland is an equal opportunities employer and this role is open to all suitably qualified applicants. In line with our values and mission, applications from suitably qualified LGBTQI+ people and/or people who experience marginalisation are particularly encouraged.

LGBT Ireland does not require the support of agencies.