



**Title:** Major Gifts Manager

**Organisation:** Irish Motor Neurone Disease Association (IMNDA)

**Reports to:** Head of Fundraising

**Contract:** Permanent

**Hours:** 18 – 35 hours per week considered for the right candidate.

**Location:** Ground Floor, Merchants House, 27-30 Merchant's Quay, Dublin 8  
with hybrid working

**Salary:** HSE Grade VI (starting salary based on experience)

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## About IMNDA

The Irish Motor Neurone Disease Association (IMNDA) is the only organisation of its kind in the country. We are dedicated to supporting people living with Motor Neurone Disease (MND) and their families and carers. 2025 marks 40 years of caring for the MND Community.

In early 2025; the IMNDA underwent a rigorous fundraising audit and is now implementing an exciting new fundraising strategy which will enable us to increase sustainable fundraised income through a more strategic and planned approach.

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## Role Description

We are recruiting for a Major Gifts Manager to join our small and passionate fundraising team. This is a brand-new role which will build sustainability and unlock potential through investment in corporate, major gifts and philanthropy fundraising working with the Head of Fundraising and the wider Management Team.

There is a huge amount of scope to shape and develop a Major Giving Programme and grow corporate partnerships, trusts and foundations and philanthropic gifts.

## Key Responsibilities

The position of Major Gifts Manager includes, but is not limited to:

- Identify and qualify a portfolio of major donor and corporate prospects
- Segment and analyse performance of different strands of corporate income (partnership, COTY, corporate staff fundraising)
- Develop tiered corporate engagement offering based on pledged/potential value
- Develop regional corporate support
- Lead donor meetings, proposals, and presentations in collaboration with Head of Fundraising

- Organise and support cultivation events to engage potential and existing donors
- Develop a systematic approach to funding applications and corporate approaches compiling a trust and foundations applications calendar
- Work with the Management Team, Services Team and Nurses to align funding opportunities with donor interests
- Work with the board and key supporters to develop a systematic approach to accessing corporate decision-makers
- Increase value of current corporate supporters through thoughtful stewardship plans, impact reports and tailored communications in collaboration with the PR & Communications Team
- Stay informed about trends in philanthropy and corporate social responsibility.

### *Essential Requirements*

- Proven experience in major gift fundraising or high-level business development
- Experience of developing relationships and securing income, ideally from major donors
- Exceptional interpersonal and relationship management skills
- Excellent written and verbal communication skills and the ability to put together and deliver inspiring, emotive, and accurate proposals and pitches
- Strong ability to articulate complex projects into compelling donor propositions
- Confident public speaker with experience presenting to senior stakeholders
- Target driven with a focus on achieving ambitious income targets
- Proactive and self-motivated
- Warm, caring with a positive and flexible attitude and an interest in the charity sector
- Strong empathy and compassion for the work of IMNDA.

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### *General*

- Always maintain confidentiality and ensure compliance with the Data Protection Act and GDPR regulations
- Undertake additional tasks as reasonably requested by the CEO and Head of Fundraising
- This job description serves as a guideline and may be amended to meet the evolving needs of the IMNDA following discussions with the post holder.

### *Benefits*

- 25 days annual leave per annum or pro-rata equivalent, plus public holidays, Good Friday, and Christmas Eve.
- Defined Contribution Pension Scheme (post-probationary period).



- Cycle to Work Scheme.
- Employee Assistance Programme (EAP).
- Office shutdown period over Christmas.

### *How to Apply*

If you would like to be considered for this position, please send a cover letter outlining your suitability, along with your CV to:

**Kevin Burn, CEO**

IMNDA, Ground Floor, Merchants House, 27-30 Merchant's Quay, Dublin 8  
D08 K3KD

**Email:** [kburn@imnda.ie](mailto:kburn@imnda.ie)

**Closing date: 16th January 2026 5pm**