



**Friends of
the Earth**

Friends of the Earth is hiring a Supporter Care and Fundraising Officer

Closing date: midnight Tuesday 16th June 2026

About the organisation

Friends of the Earth Ireland is a community at the heart of the growing movement in Ireland for a just world with zero pollution. Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. Our work seeks to shift systems and influence decisions in areas where there are strong competing interests, so we value people who are committed, thoughtful, energetic and flexible.

About the role

Friends of the Earth Ireland is recruiting a Supporter Care and Fundraising Officer who will help to expand and strengthen our donor community and work to diversify our supporter income through individual giving, community fundraising and other avenues.

This is a role for a dynamic, organised and creative individual who wants to make a difference. The role is central to building and sustaining strong relationships with Friends of the Earth's supporters, donors and wider community, helping to grow the organisation's fundraising income and inspiring public engagement.

Reporting to the Head of Supporter Care and Fundraising, the successful candidate will collaborate with a dedicated and experienced team.

Why Join Friends of the Earth Ireland

Friends of the Earth is one of Ireland's leading and long-standing climate justice campaigning organisations working to tackle the most critical issues for people and planet. Joining the Friends of the Earth team is a chance to be at the beating heart of a vibrant community in Ireland and join an international movement within the global Friends of the Earth Federation across 70 countries.

This position provides an opportunity to work with an organisation which champions climate justice and works to ensure no one is left behind during this pivotal period in Ireland's climate and energy transition.

This role is a cornerstone to the climate movement in Ireland as well as the Friends of the Earth mission and will help to build further our community of supporters and reach new audiences.

Responsibilities

This role will contain the following responsibilities in the first instance and there is further scope to expand skillset and professional development:

Administration

- Manage digital payment platforms (Stripe, GoCardless, Paypal, iDonate, Eventmaster) tracking donor and appeals income and activity in our CRM (Salesforce).
- Generate periodic reports for monitoring progress and tracking indicators.
- Ensure compliance with GDPR and data protection of our supporter data.
- Manage CHY Irish Tax Efficient Giving scheme for eligible donors.
- Segment donor and supporter data for targeted communications and outreach.
- Manage and maintain donor care and fundraising information and donate pages on the Friends of the Earth website.
- Build and send fundraising emails and supporter journeys using Campaign Monitor.

Donor Care & Communications

- Act as a key point of contact for Friends of the Earth donors, supporters and community fundraisers.
- Thank donors promptly, send any agreed benefits or gifts, and handle any subscriptions changes, cancellations and queries from donors.
- Engage with donors regularly by phone, post and email to thank them and illustrate the impact of their donations on our work
- Ensure supporters and donors receive regular updates and are openly thanked by contributing to annual impact report and quarterly newsletter
- Initiate and lead events and online meetings to ensure supporters and donors feel informed, valued and connected
- Support the creation and delivery of fundraising campaigns across email, social media, phone and direct mail
- Source, manage and distribute fundraising / promotional materials and merchandise for supporter acquisition, care and fundraising activities
- Help maintain corporate donor relations by thanking and updating regularly
- Working across the organisation, build strong relationships with external stakeholders and allies to encourage long-term engagement and mutual support
- Identify and develop compelling stories that connect with supporters and motivate giving.

Individual Giving & Community Fundraising

- Identify and initiate opportunities to reach a broader audience and recruit new supporters through in-person opportunities and digital campaigns.
- Develop engaging fundraising appeals across email and direct mail to encourage supporter giving.

- Identify opportunities to integrate fundraising asks in our campaigning work and communications, in collaboration with other staff.
- Develop, maintain and monitor digital supporter journeys and a ladders of engagement that lead to fundraising asks.
- Contribute to the development of our fundraising plans for individual giving, major gifts and legacies.

About You

Essential skills or experience

- At least 2 years' experience working in a fundraising, marketing, or communications/campaigning role.
- Experience of working within or contributing to fundraising in a campaigning or NGO setting.
- Strong communications skills – both verbal and written, with the ability to inspire support and adapt copy for different audiences.
- Creative abilities for storytelling and building moments to authentically connect people and communities with our cause and campaigns.

Desirable skills or experience

- Strong skills needed for fundraising such as event planning, project management, coordination and time management skills.
- Understanding of GDPR compliance and regulations.
- Collaboration with other staff in team-based campaigns or projects.
- Knowledge of the Irish and global climate or environment movement.
- Familiarity with productivity and collaboration platforms (e.g. MS Office, Google Suite, Dropbox, Slack, ClickUp).
- Experience working with email marketing tools (Campaign Monitor), Salesforce and online payment platforms (iDonate, Eventmaster, Stripe, PayPal, GoCardless).
- Full, clean drivers license and use of own car.

Personal attributes and competencies

- Commitment to the mission, vision and values of Friends of the Earth available here.
- Enthusiasm to work with a diversity of people, communities, and cultures.
- Ability to work on multiple projects or campaigns at one time.
- Strong initiative, creative thinking and independence.
- Responsive to collaboration and working across teams.
- Ability to respond quickly to external events and demands while maintaining organisational priorities and goals.
- High attention to detail with an interest in data systems and digital tools.
- Friendly, professional manner with a proactive approach to problem-solving.

Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly people who may experience disadvantage or marginalisation are considered and included. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation for other people. At Friends of the Earth, we strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from people with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people who are members of an ethnic minority.

Terms and Conditions

At Friends of the Earth Ireland, we offer a dynamic, collegiate and values-driven working environment alongside highly flexible working arrangements, including part-time, hybrid and remote options where possible. We also provide generous annual leave with a strong culture that encourages staff to fully disconnect while taking time off.

Our benefits package includes a Bike to Work scheme, a 5% contributory pension, and access to an Employee Assistance and wellbeing programme to support staff health and wellbeing.

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland is an equal opportunities employer. We are committed to creating an inclusive workplace that values diversity and welcomes applications from people of all backgrounds, communities and experiences. We do not discriminate on the basis of gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller community or socio-economic background. We particularly encourage applications from groups underrepresented within the climate and environmental sector.

Please note: The role description set out above is not final and may be changed prior to issuing a contract to the successful candidate – following consultation with the candidate.

The working language is English, but applicants are not required to be native speakers.

- **Contract duration:** This is a 2-years fixed-term contract. As a non-profit organisation all roles are subject to funding. A 6-month probation period applies.
- **Hours per week:** This is a full-time post (35 hours per week). There is a possibility the organisation would consider a proposal from the successful candidate for flexible working patterns or a slightly reduced working week.
- **Location:** The position is based in our office in Mount Street Upper in Dublin 2; however we continue to facilitate hybrid working in so far as practicable. The post-holder will need to be willing and able to be in Dublin on a weekly basis for certain meetings and activities as required by the role, including at short notice.

- **Annual Leave:** Full-time employees get 25 days paid annual leave a year.
- **Salary:** The starting fulltime gross annual salary for this post is between €40,791.16 to €46,187.06 depending on experience, with incremental pay increases every 12 months.

To Apply: Send your CV with a 1-page cover letter to jobs@foe.ie by midnight Tuesday 16th June 2026 – please include the role title in the subject of your email.

All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.