

Parish Partnership Funding Support Officer

Candidate Booklet



Contents

1

About the Archdiocese of Dublin

2

Parish Partnership Fundraising

3

The Role

4

Key Responsibilities

5

Core Competencies

6

Benefits and Application Process

About the Archdiocese of Dublin

The Roman Catholic Archdiocese of Dublin is the largest diocese in Ireland with a Catholic population of almost 1 million, extending to almost 200 parishes covering the entire city and county of Dublin, most of County Wicklow, and parts of Counties Kildare, Carlow, Wexford, and Laois.

Since 2021, a strategic initiative, *Building Hope*, has been guiding parishes through a period of significant change and renewal. Led by Archbishop Dermot Farrell, the 195 parishes of the Archdiocese have been organised into 53 parish partnerships. Priests in parishes work co-responsibly with permanent deacons, parish pastoral workers, parish employees, members of parish groups and committees, and a broad range of volunteers in lay ministry.

The comprehensive and thoughtful engagement in developing *Building Hope* has provided an ideal foundation for the development of the Archdiocese's first *Strategic Funding Plan* - a practical roadmap designed to strengthen and sustain parish partnerships in mission as one united family in Christ. To support this initiative, the Archdiocese is seeking to appoint a **Parish Partnership Funding Support Officer** to work in collaboration with parish partnerships, with the role based in the Diocesan Offices.



Serves ~1 million Catholics across 195 parishes



A mission-driven organisation operating in an increasingly diverse Ireland and Catholic community



Focused on growing and sustaining vibrant faith communities through pastoral outreach in parish partnerships



A registered charity; regulated by the Charities Regulatory Authority

Parish Partnership Fundraising

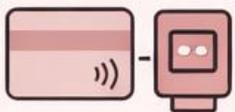
Through the generosity of our faith communities, parishes fundraise for essential financial resources that sustain the work and mission of the Archdiocese.

To support this vital work, the Office for Financial Development, based at the Dublin Diocesan Offices, works closely with clergy and lay parish leaders to develop sustainable funding strategies. The Office provides practical advice and guidance on fundraising, donor engagement, and income generation, including digital giving, grant applications, tax-efficient donor contributions, and philanthropic initiatives. In addition, the Office contributes to strategic pastoral planning by promoting creative funding initiatives that strengthen the Church's mission at parish, partnership and diocese level.

As part of its strategic growth, the Office for Financial Development is expanding, presenting an exciting opportunity to join a dedicated team committed to advancing sustainable funding models for parish partnerships.

The Archdiocese is looking for a dynamic and motivated **Parish Partnership Funding Support Officer** to facilitate strategic fundraising initiatives across parish partnerships. This role is central to helping parishes adapt to evolving patterns of giving and ensuring sustainable financial development.

The Office for Financial Development Provides Support on...



Digital innovation:
Introducing Tap&Go and online giving platforms



Funding security: Drafting grant applications



Financial optimisation:
Charitable tax-back recovery



Ongoing resource: A growing fundraising team supporting mission and outreach

The Role

A career working in a mission-driven culture supporting parish life into future

Working closely with the Episcopal Vicar for Financial Development and the Financial Administrator of the Archdiocese, the *Parish Partnership Funding Support Officer* will support funding efforts in the context of the ongoing strategic evolution of the Archdiocese.

This role will be primarily based in the Diocesan Offices on Arran Quay, Dublin and will entail time spent in local parish partnerships throughout the Archdiocese, with occasional evenings and weekends.



The Difference You Can Make



Aligning the Church's mission, financial sustainability and future direction



Enable vibrant parish partnership communities



Support sustainable parish ministries and outreach



Use your skills, energy and passion to help shape the direction of fundraising at the Archdiocese of Dublin as we plan and evolve for the future.

Key Responsibilities

This is a role for a strategic, values-driven professional with a focus on change management. The new Officer will provide practical support and facilitation as we begin an important conversation about how best to approach fundraising moving forward. This is an exciting opportunity to make a meaningful impact by helping parish partnerships build a secure financial future for mission.



The successful candidate will:

- Work with parish partnerships to review future funding needs and act as a support resource as plans evolve
- Execute on deliverables within the Archdiocese's first *Strategic Funding Plan*, guiding parish partnerships over the next 5 years
- Collaborate with internal stakeholders to support funding initiatives, developing communications collateral
- Assist in planning and delivering special diocesan fundraising pilots
- Support parish partnerships in motivating and training staff and volunteers in development activity
- Build relationships with community stakeholders to advance parish partnership fundraising goals and stewardship engagement
- Help parish leaders identify new ways for parishioners to engage financially with the Church
- Develop work plans, timelines, and tailored materials
- Coordinate and train volunteer groups
- Provide regular activity and progress reports to diocesan leadership.
- Track and analyse fundraising performance
- Support clergy, volunteers, and donors to ensure a positive fundraising experience

Core Competencies

At the Archdiocese of Dublin, fundraising is not just a support function. This is an opportunity to partner with parishes to unlock generosity, build trust and shape sustainable futures. Core competencies sought for this role include:



Third level qualification; a degree in such areas as business administration, communications, marketing or social science



Exceptional interpersonal skills and ability to work collaboratively with all levels of staff, volunteers and prospective donors



Strong organisational skills and ability to manage multiple tasks simultaneously



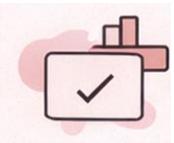
A self-motivated and proactive approach to work in new and varied environments



Clear and confident communication skills, both written and verbal



Desirable but not essential, experience working in a fundraising role with a track record of achieving financial targets



Demonstrated ability to work effectively in a team-based environment while managing individual goals



Commitment to supporting volunteer efforts to ensure a positive and purposeful experience utilising personal connection to mission



Computer and digital proficiency and entry level experience using CRM systems

Benefits



Defined contribution pension, income protection, and death in-service benefits

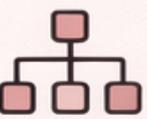


20 days of annual leave, increases according to years of employment, up to 25 days. Holy Days off, if they fall on a weekday



Ordinary Maternity Leave, Paternity Leave and Adoptive Leave are fully paid (after 1 year of continuous employment).

Bike-to-Work scheme



Employee Assistance Programme

Continuous Learning Development support

Professional Membership fees paid (only where relevant to the job)



Offer a hybrid working model after completion of probation: two days working from home and three days in the office. On Wednesday, all staff members are required to be in the office

Free Car Parking

Application Process



Applicants must hold permission to work in the EU and hold a full driver's license with the use of a car. To apply, please submit your CV and Cover Letter (maximum one page) outlining how your suitability for the role for the attention of **Cintia Mota**, HR Administrator at cintia.mota@dublindiocese.ie



The closing date for applications is Friday 20, March 2026.