



Company Details Confidential



#JOB-2433179



DUBLIN SIMON COMMUNITY, 5 Red Cow Lane, Dublin 7, D07 PD37



No of positions : 1



Paid Position



37.5 hours per week



31500.00-35750.00 Euro Annually



09/02/2026



09/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : anaarellano@dubsimon.ie



Open your camera app & point here to view this ad online



Philanthropy & Funding Development Executive

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Contract type: Full-time, permanent.

Working hours: 37.5 hours per week, Monday-Friday, 9 am-5:30 pm.

Location: Red Cow Lane, Smithfield, Dublin 7 / Remote.

Report to: Philanthropy & Funding Development Manager.

Salary: in range of €31,500-35,750 per year.

The Philanthropy & Funding Development Executive will have responsibility for the delivery and administration of small grants and bequests income.

The role will have an emphasis on database management through processes and procedures within Salesforce CRM.

The role will involve product research within the organisation which will support with the development of innovative proposals, grant applications and products.

The successful candidate will be target-driven and KPI-focused, with meticulous attention to detail, excellent verbal and written communication skills, good IT and database management skills and experience with grant and proposal writing.

You will hold responsibility for identifying, researching and presenting new fundraising and grant leads to the Philanthropy & Funding Development Manager and Senior Executives, which will contribute to the overall fundraising strategy of Dublin Simon Community.

This role will help drive and deliver Dublin Simon's acquisition and fundraising strategy and growth.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]