



Dogs Trust Ireland CLG



#JOB-2454333



DOG TRUST, North Road, Finglas, Dublin 11,
D11 K003



No of positions : 1



Paid Position



35 hours per week



38000.00 Euro Annually



22/06/2026



20/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@dogstrust.ie



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



Partnerships Officer

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

Are you highly organised, relationship-focused and passionate about delivering exceptional supporter experiences? Do you enjoy coordinating projects, building strong working relationships and helping teams deliver meaningful outcomes in a collaborative environment?

At Dogs Trust Ireland, you'll play an important role in supporting high-value partnerships that help create a better future for dogs and the people who love them.

As a Partnerships Officer, you'll support the delivery of relationships across corporate partnerships, philanthropy and legacy giving within a collaborative, relationship-led team. Working across multiple workstreams, you'll help ensure partnership activity is delivered to a high standard through excellent coordination, stewardship and supporter engagement. This is an exciting opportunity for someone who enjoys balancing administration, communication and relationship support in a fast-paced and purpose-driven environment.

What you'll be doing:

- Supporting the delivery of partnership and donor relationship plans across corporate, philanthropy and legacy giving

- Coordinating meetings, preparing materials and ensuring partnership commitments are delivered effectively

- Assisting with proposals, reports and supporter engagement activity

- Working collaboratively across teams to coordinate activity and maintain strong communication throughout projects

- Writing impact reports, updates and supporter communications to a high standard

- Coordinating information and contributions from internal teams to support reporting and stewardship activity

- Maintaining accurate and up-to-date records within the CRM system to support pipeline tracking and relationship management

- Supporting a positive and consistent supporter experience across all touchpoints, including tours and events where required

- Handling supporter and partnership enquiries professionally and efficiently

Providing flexible support across multiple managers, relationships and priorities within a matrixed team structure

Supporting reporting processes and pipeline visibility to contribute towards team income targets

We are Looking for Someone Who Has:

Experience in administration, coordination or fundraising support roles

Excellent written and verbal communication skills

Strong organisational and time management abilities with excellent attention to detail

Experience using databases or CRM systems

The ability to manage multiple priorities and work collaboratively across teams

Strong report writing and coordination skills

A proactive and flexible approach to supporting team objectives

Strong relationship management skills

A genuine commitment to the mission and values of Dogs Trust Ireland

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]