

Mercy Law Resource Centre

25 Cork St, Dublin 8

Phone: 01 4537459

Email: info@mercylaw.ie



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| Title: | Fundraising and Communications Officer |
| Employer: | Mercy Law Resource Centre Limited (MLRC) |
| Reports to: | Managing Solicitor |
| Salary: | Commensurate with experience |
| Working Hours: | 9.30am to 5.30pm. Monday to Friday |
| Duration: | Three-year contract with six-month probation period |
| Location | Hybrid (subject to agreement) – remote and Mercy Law Resource Centre, 25 Cork Street, Dublin 8 |

Background information

Mercy Law Resource Centre (MLRC) is an independent law centre, company limited by guarantee and registered charity. MLRC uses the law to help those who are homeless or at risk of becoming homeless. It does this through:

- Free legal advice via phone triage, referrals and clinics held in hostels and drop-in centres;
- Free legal representation;
- Policy work advocating in relation to laws, policies and attitudes that impact our clients;
- Legal support and training to organisations and professionals working in housing and homelessness.

For more detail on MLRC's work, please see our website www.mercylaw.ie

Role of the Fundraising and Communications Officer

The Fundraising and Communications Officer is an integral part of the MLRC team, reporting to the Managing Solicitor. They are responsible for developing and implementing our communications and fundraising strategies to support our mission and the objectives outlined in our Strategic Plan. They will work to manage existing fundraising channels, develop new income streams and increase public awareness and engagement. The role will suit a creative, passionate, strategic thinker with experience of the non-profit sector, excellent communication skills and the ability to build successful lasting relationships.

The specific responsibilities of the Fundraising and Communications Officer include the following:

Fundraising

- Work with the Managing Solicitor to prepare and implement a Fundraising Plan;
- Manage day-to-day fundraising activities including identifying and pursuing opportunities in the corporate, philanthropic and State sectors;
- Bring a creative approach to identifying, developing and delivering funding opportunities;
- Cultivate relationships and network with new and existing charity and pro bono partners;
- Ensure coherence between the operation of the Fundraising and Communications Plans;
- Lead on grant applications and fundraising activities, drafting and tracking all related applications and reports, ensuring high quality and timely applications and outputs and evaluations;

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- Ensure that all fundraising is properly managed and controlled and complies with legal requirements including GDPR and other legislation relevant to charities, and relevant fundraising guidelines;
- Support the Administrator in maintaining financial records concerning fundraising in line with the Financial Policy and in tracking grant spending in line with the Charities SORP.

Communications

- Work with the Managing Solicitor to prepare and implement a Communications Plan to support the delivery of the strategic objectives of MLRC. This will include developing appropriate measurement, tracking and reporting frameworks to gather relevant statistics and monitor the effectiveness of activities and implementation of the Communications Plan;
- Work with the MLRC team on planning, design and distribution of promotional literature including our Annual Report, quarterly e-zine, policy reports and educational materials;
- Identify, develop and secure opportunities to increase awareness of our work;
- Manage the MLRC website and social media presence (Facebook, LinkedIn and so forth);
- Coordinate promotional events, such as report launches, and provide support for training and educational events;
- Support on press matters such as drafting press releases and managing media enquiries;
- Other tasks as directed by the Managing Solicitor where required to support the running of MLRC.

Requirements

Essential Requirements

- Experience in charity fundraising;
- Experience in communications, including social media and website management;
- Demonstrated excellence in communication with the power to persuade, motivate and inspire while delivering clear, concise messages;
- Excellent interpersonal skills and a capacity to be compassionate and respectful to our clients;
- Strong administrative and organisational skills and attention to detail;
- Enthusiasm and commitment to the mission of MLRC.

Desirable Requirements

- Relevant digital media/communications qualification;
- Experience in human rights/social justice work and/or in the community and voluntary sector;
- Knowledge of charity law, GDPR, and relevant guidelines and codes of practice;
- Familiarity with grant accounting under the Charities SORP;
- Experience in relevant IT functions, e.g., CRM systems.

Terms and Conditions

The position of Fundraising and Communications Officer will be offered as a 3-year contract with a six-month probationary period. The salary offered is commensurate with experience. This is a full-time 5 day a week position based at Mercy Law Resource Centre, 25 Cork Street, Dublin 8, with an option of remote

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working as agreed with the Managing Solicitor and in accordance with MLRC's Hybrid and Remote Working Policy. There is an element of flexibility in terms of how the working week is scheduled.

Application

The deadline for submission of applications is Friday 6 February 2026 at 17.00 GMT. Candidates will be contacted, if they are shortlisted for interview and to arrange a time, no later than Friday 13 February 2026 at 17.00 GMT.

Interviews will take place the week of 23 February 2026. There is a preference for candidates to attend an interview in person.

Please submit:

1. A curriculum vitae.

The CV must be no more than three pages in length and use font size no smaller than 11. It should include the names and contact details of two referees (who will not be contacted without seeking permission).

2. A cover letter.

The letter must be no more than two pages in length and use font size no smaller than 11. Please describe why you are interested in the positions and summarise your relevant experience and suitability for the post.

Only applications received through events@mercylaw.ie will be considered. All applications must be submitted with the email subject line "Fundraising & Communications Officer". Any specific queries should be directed to the Managing Solicitor, Paul Dornan at paul@mercylaw.ie.

We really appreciate the time and effort taken to apply. We regret that we may not be able to respond to all applicants. Only those shortlisted for interview may be contacted.

Closing date for applications is 5pm on Friday 6 February 2026.

MLRC is an equal opportunities employer.