Grantmaking & Philanthropy Executive

A hands-on role at the heart of how IYF creates opportunity for young people.

Reports to	Chief Executive Officer	**Salary**	€35,000 – €40,000
Contract	Initial one-year contract	**Closing date**	4th November 2026
Interview date	17th November 2026	**Location**	24 Fitzwilliam Place, Glandore, Dublin 2 / Hybrid

Could this be you?

If you're organised, curious and motivated by making a practical difference, this could be a really rewarding role for you. We're looking for someone who enjoys getting things done, cares about getting the detail right, and is excited by the idea of helping good organisations do more for children and young people.

Grantmaking is at the heart of this role. You'll help us make sure our funding reaches the right organisations, is managed well, and ultimately makes a difference. You'll also have the opportunity to build your experience in philanthropy, fundraising and relationship management as part of a small, ambitious team.

About IYF

The Irish Youth Foundation supports children and young people across Ireland who are experiencing poverty and marginalisation. We work with organisations that understand their communities and are close to the young people they support, helping them turn good ideas and proven approaches into real opportunities.

We're entering an exciting period of growth. That means we're strengthening how we grant funds, how we understand impact, and how we build the philanthropic relationships that make our work possible.

Your role

As our Grantmaking and Philanthropy Executive, you'll play an important part in making all of that happen. Your main focus will be grantmaking and working closely with the Grants and Partnerships Manager: keeping processes moving, supporting funded organisations, maintaining accurate information, tracking progress and helping us understand the difference our funding is making.

You'll also work alongside our Development Manager to support prospect research, donor stewardship, proposals, CRM management and donor reporting. It's a varied role, and you'll have the chance to see how grantmaking and philanthropy connect in practice.

Who you'll work with

You'll report directly to our Chief Executive Officer. Your closest day-to-day working relationship will be with our Grants and Partnerships Manager, followed by our Development Manager.

- With the Grants and Partnerships Manager, you'll help deliver excellent grantmaking and build strong, professional relationships with the organisations we support.
- With the Development Manager, you'll support prospect development, donor engagement, stewardship, CRM management, proposals and donor reporting.
- With the wider IYF team, you'll contribute to a positive, collaborative culture where people pitch in, share ideas and get things done.

What you'll be doing

Grantmaking — your main focus

- Support the full grantmaking cycle, from applications and awards through to agreements, reporting and close-out.
- Keep grant documentation, records, deadlines and reporting cycles organised and on track using the Smart Simple platform.
- Support grant compliance and make sure our records are accurate, complete and easy to access.
- Build positive relationships with funded organisations and be a helpful, responsive point of contact.
- Collect and organise programme, beneficiary and impact information, stories and testimonials so we can understand what our funding is achieving.
- Support monitoring and impact reporting, helping turn information into useful insight for IYF, our supporters and the organisations we fund.
- Spot opportunities to improve our grantmaking systems and make processes simpler, clearer and more effective.
- Prepare information and materials to support grantmaking decisions, oversight and reporting.

Philanthropy & development

- Research potential philanthropic, corporate and other funding opportunities.
- Help keep donor relationships moving through good stewardship, timely follow-up and accurate information.
- Keep our CRM and fundraising information up to date and well organised.
- Support funding proposals, presentations and donor materials.
- Coordinate grantmaking, programme and impact information for donor reports.
- Support the Development Manager with pipeline management and fundraising systems.

Events & supporter engagement

- Get involved in key IYF fundraising and supporter events.
- Provide practical support at busy times, particularly around Christmas when corporate supporters organise fundraising activities for IYF.
- Make sure supporter and event information is captured and followed up properly.

What will make you great at this?

You will have qualities that make you someone people can rely on. In particular, you will be:

- Organised and detail-oriented — you enjoy keeping things on track and don't let important details fall through the cracks.
- A strong communicator — you can write clearly, speak confidently and build good relationships with different people.
- Comfortable with data and systems — you can work with spreadsheets, databases and CRM systems and understand why good information matters.
- A natural collaborator — you enjoy working with others, sharing information and contributing to a team.
- Proactive — you see what needs doing and get on with it, while knowing when to ask for help.
- Curious — you want to understand how things work and are always looking for ways to make them better.
- Reliable and discreet — you understand that donor, beneficiary and organisational information needs to be handled carefully.
- Mission-driven — you care about creating better opportunities for children and young people.
- When required, carry out any other tasks to meet the needs of the Foundation as directed by the Chief Executive.
- There may be work outside regular office hours in the evenings and weekends, for which time off in lieu will be provided.

What experience will you bring?

Essential

- Strong organisational and administrative skills, with the ability to manage several priorities and deadlines.
- Experience of maintaining accurate records, data and documentation.
- Confidence working with processes, compliance requirements and reporting cycles.
- Strong written and verbal communication skills.
- Good analytical and data-handling skills.
- Experience building positive working relationships with colleagues and external stakeholders.
- Strong digital literacy, including confidence with CRM systems, databases and spreadsheets.
- A proactive, collaborative and solutions-focused approach.
- Proficient use of the Microsoft suite, social media and AI platforms mainly Claude.

It would be great, but not essential, if you also have

- Experience of grantmaking in a philanthropic, charitable or foundation setting.
- Experience in donor stewardship, fundraising administration or prospect research.
- Experience in impact reporting, monitoring and evaluation, or collecting programme/beneficiary data.
- Knowledge of the Irish youth, community, education, poverty or social inclusion landscape.

What we can offer you

- My Future Fund: automatic-enrolment retirement savings scheme
- Bike to work scheme
- Opportunities for development
- 25 days annual leave and additional two-week closure over Christmas
- Beautiful managed offices in the city centre
- Hybrid working 3 days in the office

- The opportunity to play a meaningful role in an organisation focused on children and young people
- A varied role combining grantmaking, impact, philanthropy and relationship-building
- The chance to work closely with experienced colleagues and develop your skills across both grantmaking and fundraising
- A collaborative, growing organisation where your ideas and initiative can make a visible difference
- A role with real scope to help shape and improve how IYF works

Ready to join us?

If you're excited by the opportunity and can see yourself bringing your skills, energy and curiosity to IYF, we'd love to hear from you. You don't need to tick every box. We're interested in people who care about our mission, learn quickly and bring a thoughtful, practical approach to their work. For informal queries please contact Živa Newman, Interim CEO, ziva@iyf.ie

Applications close	4th November 2026
Interviews	17th November 2026

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