



# **JOB DESCRIPTION**

## **JOB TITLE**

Fundraising Assistant

## **RESPONSIBLE TO**

Head of Fundraising and Commercial

## **SUMMARY OF ROLE**

To be responsible under the Head of Fundraising & Commercial for Supporter care and to contribute to the overall work of the Irish Red Cross.

## **MAIN TASKS / RESPONSIBILITIES OF THE POSITION**

1. To work with the Head of Fundraising and the Fundraising Department to achieve the mission of the Irish Red Cross
2. To fully support the Head of Fundraising and the Fundraising team in maintaining the highest standards of supporter care, including:
  - Providing a first point-of-contact for donors
  - Ensuring donors are thanked in a timely manner
  - Maintaining up-to-date donor records
  - Responding to donor queries as appropriate
3. To fully support the Head of Fundraising and the Fundraising team in maintaining the highest standards of supporter care, in particular:
  - Processing postal donations daily
  - Processing web donations daily
  - Processing phone donations daily
  - Processing walk-in donations daily
4. To ensure database and fundraising information is maintained up-to-date
5. To ensure database and fundraising information is kept up to date through assisting in the opening and daily recording of post for the Irish Red Cross



6. To assist in the development and fulfilment of supporter care and development mailings as required
7. To provide for the information needs of the Head of Fundraising and Fundraising team including:
  8. To analyse, profile and segment appeal data as required
  9. To analyse, profile and segment appeal results as required
10. Other queries or reports as required
11. To fully support the Head of Fundraising and the Fundraising team in achieving the target set for
  - New income streams
  - Other fundraising initiatives as agreed
12. To carry out any other reasonable tasks as agreed

## EXPERIENCE REQUIRED

- Experience in a professional fundraising role would be desirable
- Excellent telephone skills are essential

Please forward your Curriculum Vitae and cover letter to  
[chassett@redcross.ie](mailto:chassett@redcross.ie)

Job location: Irish Red Cross, 16 Merrion Square, Dublin 2 – Phone 01 642 4600

Contract terms: 2 years fixed term

Salary: circa €26,000 PA depending on experience

Closing date for applications: 5pm Friday 20<sup>th</sup> May 2016.

Interviews will be held week commencing 31<sup>st</sup> May 2016.