



JOB DETAILS

Title:	Administrator
Duration:	One-year, fixed term contract
Salary:	€26,000-33,000
Reporting to:	Head of Fundraising

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world’s largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

As a Fundraising Administrator, you will work closely with a committed fundraising team of 12 staff on a range of projects. In this regard you will improve our capacity to develop and maintain proactive relationships with our many fundraisers and donors.

The IRC operates a hybrid-working model on completion of a probation period with a combination of remote and in-person.

ROLE RESPONSIBILITIES

- General fundraising administration tasks as they arise.
- Processing of invoices as well as donations made to the Irish Red Cross via post and digital platforms,
- Support the fundraising team in the efficient and accurate management of new and existing donor records on the organisation’s CRM system,
- Assistance with the with the recategorization and standardisation of fundraising data on the IRC CRM system
- Support for the fulfilment and distribution of campaign/supporter fundraising materials and packs.
- Support for the delivery of Fundraising events and activities
- Other duties as assigned.



ROLE REQUIREMENTS

Essential Criteria

- Excellent Computer skills (Microsoft Office Suite), and database management skills.
- Experience in an office administration role.
- An organised and pro-active administrator who is good at managing more than one task at the same time and has very strong attention to detail.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain *Fundraising Admin* <NAME> in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV** and **<Surname>, <First name> - Cover Letter**

The closing date for applications is Friday 20th March 2024 at 17:00

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role. It is intended to hold initial interviews for this role during the week commencing March 25th 2024.