



## **ST. JOSEPH'S FOUNDATION**

**Bakers Road, Charleville, Co. Cork**

**Website: [www.stjosephsfoundation.ie](http://www.stjosephsfoundation.ie).**

### **FUNDRAISING ADMINISTRATOR** **Part-Time 21 hours per week - Clerical Grade IV**

#### **The ideal candidate will have:**

##### **Essential requirements**

- Minimum 2 years' experience within a fundraising, marketing or sales role
- Excellent written communication skills with attention to detail
- Excellent verbal communication and team working skills
- The ability to prioritise, plan and organise own workload and work to targets
- Flexibility to work out of office hours on occasions

##### **Desirable requirements**

- Experience of writing for print and online platforms
- Experience in the Not For Profit sector
- A relevant third level qualification in marketing, business studies, event management or similar

**Informal enquiries to Ms Noreen Ryan, CEO, on 063 89252**

#### **Notes:**

- Department of Health & Children Salary Scales of 01/11/2013 apply.
- A full Irish/EU Driving Licence & Indemnification of the Foundation on your car insurance policy is a requirement of the post.
- Panels of suitably qualified persons may be formed from which further vacancies may be filled.  
**Application forms and further details are available on our website or please e-mail [monicaosullivan@stjosephsfoundation.ie](mailto:monicaosullivan@stjosephsfoundation.ie) or phone 063 21671 from January 2<sup>nd</sup> 2019**
- Completed application forms to be submitted by **Friday January 11<sup>th</sup> 2019**

**St. Joseph's Foundation is an equal opportunities employer.**

## **JOB DESCRIPTION**

**TITLE:** Fundraiser Administrator (Clerical grade 1V)

**REPORTING TO:** Chief Executive Officer

**HOURS PER WEEK:** Part- Time 21 hours per week

**LOCATION :** Head Office Charleville, Co. Cork

### **JOB PURPOSE:**

To co-ordinate fundraising activities in order to build an awareness of St Joseph's Foundation and generate fundraising income in line with the mission statement and the policies and procedures of the Foundation especially our obligations under GDPR.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To co-ordinate fundraising annual events such as The Greyhound Benefit Meeting, The Spring fair, The register of Friends Appeal, Church Gate Collections and Mite Boxes. To liaise throughout the year with other outside fundraising events providing assistance /involvement. To co-ordinate the Foundation's involvement in less frequent events such as the JP McManus Pro-Am.
2. Ensure that all parties to each event such as organising committees, sponsors, advertisers, printers, ticket sellers and all sponsors are communicated with in an effective manner to ensure the smooth operation of each event and in line with our obligations under GDPR.
3. To attend all fundraising committee meetings and ensure minutes are recorded.
4. To ensure press conferences are organised for events in line with the details provided for each event.
5. To write, edit, co-ordinate and publish information on events in various channels such as: website, social media, print media, print and online brand marketing materials.
6. To ensure permits are renewed/acquired for all ticket selling/church gate collections.
7. To ensure compliance with health & safety procedures are in place in relation to all fundraising activities and that our insurers are informed of all events.
8. To ensure that all monies received from each event/outside fundraising events are lodged to the bank in a timely manner.
9. To maintain accurate records on computer such as distribution sale and return of tickets for events, monies returned, lodgements made and receipts/acknowledgements issued.
10. To maintain data bases of contacts for all events in line with our obligations under GDPR.
11. To ensure that all queries/telephone calls are handled appropriately and responded to or relayed to the appropriate staff member.
12. To work with our accounts department to produce a final report on the proceeds from each fundraising event giving the gross and the net income.
13. To produce statistics and reports on fundraising for management and the Board of Directors as required.
14. To seek new initiatives to expand the current fundraising events and make recommendations to management and the Board of Directors for approval for any such new initiatives.

### **HEALTH & SAFETY**

- Ensure all accidents/incidents are reported and documented in accident/incident book as held in each residence.
- Make oneself aware of the Foundation's duties and the employee duties under the Safety, Health and Welfare at work Act 2005.
- Report faulty equipment and fittings to the Line Manager.

- To ensure adequate knowledge of emergency actions and plans.
- To ensure fire and safety precautions are implemented and maintained.

### **GENERAL**

- To attend all mandatory training courses and any training required to enable you perform the duties of a Fundraising Administrator
- To maintain professional relationships with work colleagues, sponsors, volunteers and supporters of St Joseph's Foundation.

### **CONFIDENTIALITY**

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of clients or staff or other centres business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorized persons can obtain access to them.

**Clerical Grade 1V Salary Scale 1/11/2013 from Point 1, €13.21 per hour to LSI2, €22.22 per hour**