**JOB DESCRIPTION**

**Title of Post: Fundraising Assistant – Graduate**

**Location: Dublin**

**Hours: Full-time**

**Contract: 1 year**

**Vision:** “*An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”*

**Mission:** Peter McVerry Trust (PMVT) is committed to reducing homelessness, the harm caused by substance misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

**The Role:**

As Fundraising Assistant, you will be a part of the team working to deliver Peter McVerry Trust’s 2016-2020 Fundraising & Marketing Strategy. The role holder will work with the Fundraising and Donor Care teams to achieve the organisation’s fundraising targets, helping to organize effective fundraising events and appeals, and supporting donors and supporters with best practice fundraising activities. You will gain experience working across key areas such as individual giving, events, community and corporate fundraising, delivering the highest level of donor care at all times.

The position would suit a candidate who is interested in gaining experience with a not-for-profit and a leading charity tackling homelessness in Ireland. The role will offer experience across a broad range of fundraising tasks and areas.

**Key Responsibilities and Duties:**

* Donor Care Administration: support the Donor Care Team at key campaign and appeal times with administration duties, including dealing with enquiries and donations.
* Fundraising communications: assist in implementing direct marketing campaigns, and individual giving appeals, including surveys and day to day donor communications.
* Assist the Head of Events with the organisation, administration and execution of key PMVT and 3rd party events, such as Gala Ball, Carol Concert and Challenge Events.
* Provide support to the Community Fundraiser to further develop relationships with community groups, organisations, churches and schools.
* Provide assistance to the Corporate Team during key campaigns such as the Corporate Christmas Appeal.
* Ensure all activities comply with PMVT’s Fundraising Policies and Procedures, as well as legislation governing charity activity.
* Any other duties as identified by your line manager.

**Requirements**

* Third level qualification
* Excellent communication skills – written, and verbal.
* Strong teamwork skills, and flexibility to work with different colleagues on projects.
* Experience of customer/donor databases.
* Excellent attention to detail.
* Highly motivated, with the ability to prioritise work and meet deadlines.
* Demonstrate excellent customer/donor care.
* Willing to attend fundraising events outside of normal working hours – evenings, weekends, and bank holidays.
* Commitment to the mission and objectives of Peter McVerry Trust.

This job description is not exhaustive and is subject to changes.