**FUNDRAISING ADMINISTRATOR**

**Title of Post:** Fundraising Administrator

**Location:** Mountjoy Square, Dublin 1

**Reporting:** Head of Fundraising & Marketing

**Contract type:** Full-time fixed term contract running from October 2020 to January 2021

About Peter McVerry Trust: Established in 1983 by Fr Peter McVerry we are a charity that works with homeless youths, primarily in the Dublin region. We provide a wide range of services in the areas of prevention, housing, homelessness, under 18s residential and drug treatment.

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

Our Mission: Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principle of the Housing First model.

Fundraising Opportunity: Would you like to learn more about working in the not for profit/voluntary sector and gain experience in fundraising and events?

This role offers the successful candidate an opportunity to gain a broad knowledge of events, project management, and fundraising in the NGO sector. They will also to develop their administration skills and learn how to prioritise and work as part of a team.

Peter McVerry Trust is seeking a motivated and enthusiastic intern to work within the Fundraising Department during the busy Christmas period. To succeed in the role, you must have demonstrable administration and computer skills including Microsoft Office; have an excellent telephone manner; be flexible, professional and an ability to work on your own initiative. The position will involve supporting the Fundraising Administrator with the following duties:

**Key Responsibilities and Duties:**

1. **Fundraising**
* Maintain an accurate database of Peter McVerry Trust supporters and individual donors on a daily basis.
* Draft, Issue, and file letters of receipt/acknowledgement for all donations made to PMVT.
* Support the Fundraising Team with the organisation and implementation of fundraising events and campaigns.
1. **Banking & Finance**
* Process donations received and record in line with *PMVT’s Fundraising & Communications Policies and Procedures.*
* When required, prepare financial documentation and carry out day-to-day banking.
1. **General**
* Handle incoming calls; filtering/directing calls and taking messages as necessary.
* Maintain office filing systems and stationary supplies.
* Recording and processing of incoming and outgoing post.
* Attend team meetings and take minutes on behalf of the team.
* Adhere to all policies, procedures and standards with regards to this position.
* Any other duties as assigned by the Head of Fundraising.
1. **To have a positive and enthusiastic attitude in work:**
* In your interactions with management, staff and residents of the Peter McVerry Trust.
* In your interactions with external agencies while representing the Peter McVerry Trust.
1. **Other Duties:**
* Any other duties as designated by the Manager.

**Person Specification:**

**Qualifications and Experience:**

* Qualification in Fundraising, Event Management, Marketing or related discipline desirable, but not essential.
* Essential competencies: Commitment to providing the highest level of service, communication skills– oral, aural and written, professionalism, respect for others and resilience and positive outlook (All other competencies to be reviewed as part of the supervision and support process)
* An ability to prioritise, multi-task and work well under pressure in a small, but busy office environment.
* Highly computer literate – proficient in Microsoft Office (e.g. Word, Excel, Access).
* Project management skills.
* Strong organisation and administrative skills.
* Punctuality and reliability as an employee are essential.
* A willingness to attend fundraising events outside of normal working hours.

**To apply, please download the PMVT application form our website** [**www.pmvtrust.ie**](http://www.pmvtrust.ie)**. Click on the about us section, then click in the vacancies section on the right hand side to download an application.**  **Completed application forms should be sent to:**

**recruitment@pmvtrust.ie**

**Closing date Friday 9th October 2020**

**Peter McVerry Trust is an Equal Opportunity Employer**

**Peter McVerry Trust Operations Ltd Registration Number 412953 Charity Number CHY7256**