**JOB DESCRIPTION**

**Title of Post: Fundraising Assistant**

**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:**

The Fundraising Assistant will support the Fundraising Team to deliver Peter McVerry Trust’s Fundraising Strategy. The role holder will work across the fundraising and donor care areas to help achieve overall targets and objectives within established timelines. You will act as a main point of contact for supporter enquiries and gain experience working across key areas such as events, individual giving appeals, community and corporate fundraising, delivering the highest level of donor care at all times.

**Key Responsibilities and Duties:**

Fundraising & Donor Care

* Manage and respond to supporter queries in an efficient, friendly and professional manner, record and update information on PMVT fundraising database.
* Assist with the organisation of PMVT and 3rd party events, such as Gala Ball, Carol Concert and Challenge Events, as required.
* Provide support with the organisation of PMVT’s annual appeals – including the national Opening Doors appeal, and community fundraising initiatives.
* Provide assistance with the corporate engagement programmes and Corporate Christmas Appeal, as required.

Finance & Administration

* Support and provide additional cover to the Donor Care Team (DCT) at key campaign and appeal times with general clerical and administration duties.
* Process gifts and donations, ensuring procedures are followed, and information recorded is accurate and up to date, as required.
* Assist the DCT in implementing direct marketing campaigns and individual giving appeals and surveys – database cleansing, recording communications, opt-ins etc.

General

* Ensure all activities comply with PMVT’s Fundraising Policies and Procedures, GDPR, as well as legislation governing charity activity.
* Any other duties as identified by management to support the wider fundraising team.

**Requirements**

* Excellent communication skills – written and verbal.
* Excellent standard of IT, including databases.
* Demonstrate excellent customer/donor care.
* Strong teamwork skills, and flexibility to work with different colleagues on projects.
* Good attention to detail.
* Highly motivated with the ability to prioritise work and meet deadlines.
* Willing to attend fundraising events outside of normal working hours (time off in lieu will be provided by arrangement with manager).
* Commitment to the mission and objectives of Peter McVerry Trust.
* Qualification in Fundraising, Event Management, Marketing or related discipline desirable, but not essential.

This job description is not exhaustive and may be subject to change.

**To apply, please download the PMVT application form our website** : [Peter McVerry Trust Jobs | Vacancies in Project Work, Nursing & Housing (pmvtrust.ie)](https://pmvtrust.ie/about-us/jobs-2/)

**Closing date 20th May 2022**

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

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