

Vacancy: Senior Administrator



Location:
Head Office, Dublin



Hours:
Full-time



Reporting to:
Head of Fundraising

About Peter McVerry Trust:

Established in 1983 by Fr Peter McVerry, the charity works with individuals at risk of, or experiencing homelessness, in Dublin, Kildare, Laois and Limerick. Peter McVerry Trust provides a wide range of services in the areas of homelessness prevention, housing, homeless services, under 18s residential and drug treatment.

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

Our Vision:

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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 principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

Overview

This is a senior role for an experienced, professional administrator with excellent organisational, financial and managerial skills, who will work closely with the donor care and fundraising teams to achieve the aims and objectives of the fundraising strategy.

Reporting to the Individual Giving Manager, the role holder will be responsible for managing the fundraising administration function to ensure objectives are met, and will play a lead role in all aspects of donor financial management. The role will ensure high standards across the donor care team's work, and will oversee quality administration procedures.

Fundraising

- Supervise the administration team in their duties relating to donor care and administration, working closely with the Individual Giving Manager. This includes, but is not limited to donor queries, donation processing, receipts, and filing.
- Oversee the management and maintenance of an accurate database of Peter McVerry Trust supporters on a daily basis.
- Ensure compliance and best practice is achieved and maintained by the team in all areas of financial management, database management, fundraising and donor care.
- Ongoing review of Peter McVerry Trust's Fundraising Policies & Procedures to ensure continued efficiencies and improved processes.

Responsibilities

Banking and Finance

- Manage the processing of all donations received – ensuring all donations are recorded, receipted and acknowledged in line with PMVT Fundraising Policies and Procedures.
- Manage the reconciliation daily, weekly and monthly of bank statements ensuring all income allocated to correct income area, thanked and acknowledged.
- Reconciling and cross checking internal database account systems on daily/weekly/monthly basis.
- Providing regular financial and donor reports for senior team, as required.
- Work closely with the Finance Department on reconciliations.

General

- Day to day supervision of the fundraising administration team.
- Management of office stock, tracking orders, quotes and expenditure.
- Coordination of volunteers to assist with office duties during busy periods of the year.
- Recruitment and management of temporary administration staff.
- Carry out regular supervision and performance management of the team, ensuring KPIs are met.
- Actively participate in meetings – e.g. Team Meetings, Planning and Review sessions etc.
- Undertake tasks to support the fundraising function and ensure the smooth running of the Fundraising Office.

Requirements

- Minimum 3-4 years office experience, with team lead/management experience desirable.
- Finance/Bookkeeping qualification desirable, with on the job experience.
- Strong communication skills – written and verbal, with excellent attention to detail.
- Proficient in MS Office with experience of databases/CRM systems essential.
- Customer/donor care experience desirable.
- The ability to prioritise work and meet deadlines.
- Willingness to attend fundraising events outside of normal working hours – evenings, weekends, and bank holidays.
- Commitment to the mission and objectives of Peter McVerry Trust.

To apply please download the application form:

[Application Form](#)

**Completed application forms should be sent to recruitment@pmvtrust.ie
along with CV and Cover Letter**

Peter McVerry Trust is an Equal Opportunity Employer

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

