

# Job Advert

## Fundraising Administrator



Housing | Health | Recovery

Service: Fundraising Department  
Location: Limerick or Dublin (Hybrid work option available)  
Duration: Indefinite Duration  
Hours: 40 hours per week  
Published: 24<sup>th</sup> February 2025  
Application Closing Date: 10<sup>th</sup> March 2025  
Interviews planned for Friday March 14<sup>th</sup> or Tuesday March 18<sup>th</sup>

NOVAS is a not for profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The role of Fundraising Administrator is vital to the effective provision of sustainable funding of our organisation and its work for clients and tenants. The Fundraising Administrator will support the NOVAS Fundraising Team within the authority delegated from the Individual Giving Manager and Head of Fundraising.

NOVAS is a Trauma Informed practice organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders

Desirable Skills and Knowledge (Please see Job Description for complete Person Specification)

- Proven experience in customer service and or administration or fundraising administration.
- Attendance at events outside of office hours, as well as occasional planned weekend work is a requirement of this role.
- Excellent administration and project management skills with the ability to work to deadlines and manage multiple priorities.
- Excellent written and verbal communication skills with an ability to communicate to different audiences and to motivate supporters.
- Confident on telephone calls and public speaking at events.
- Criminal Record Self Declaration will be sought for this role.

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for NOVAS, an application form and job description can be found on the careers section of our website [www.novas.ie/work-for-us](http://www.novas.ie/work-for-us). If you require any further information or wish to submit a completed application form, please email [recruitment@novas.ie](mailto:recruitment@novas.ie)

