

JOB DESCRIPTION

NOVAS

Housing | Health | Recovery

Job Title:	Fundraising Administrator	Post Holder:	VACANT
Reports To:	Individual Giving Manager	Location:	Based in Limerick or Dublin Office. (Hybrid working arrangement available)
Salary:	This role is attached to a defined salary scale which ranges from €35,800 to €43,960 and appointments are made depending on qualifications and experience.		

Purpose of the Job

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 NOVA Fundraising Team within the authority delegated from the Individual Giving Manager and Head of Fundraising.

The Fundraising Administrator role has the option to be based in either the Limerick or Dublin office (Hybrid working arrangement available), and will require travel as needed, to other locations where NOVA operates as required. The post holder's usual schedule will be to work Monday to Friday during office hours, with a high degree of flexibility and adaptability required. This will include attending occasional planned events outside of office hours and at weekends.

The Fundraising Administrator will have a background in administrative duties like data entry and the use of the Microsoft office suite of applications. It would be advantageous if the candidate had experience of fundraising support, donor relations, social media or campaign coordination or an understanding of the needs of our clients and tenants.

The Fundraising Administrator will be responsible for providing administrative support for fundraising campaigns, maintaining accurate donor records, assisting with donor communications, coordinating fundraising materials, creating social media posts and campaigns and supporting the organisation of events. This role offers the successful candidate a fantastic opportunity to be part of a growing team and contribute to the success of NOVA Fundraising efforts.