

Fundraising Administration Officer

CBM Ireland is an international development organisation committed to improving the quality of life of persons with disabilities in the poorest countries of the world. We have a vacancy for the position of *Fundraising Administration Officer* to work with our fundraising team. Reporting to the Individual Giving Manager, the successful applicant will manage the donor database, providing sound and reliable administration, data reporting and analysis, supporting our direct marketing fundraising campaigns.

Duties & Responsibilities

- Manage and maintain the donor database
- Support the Individual Giving Manager in the production and rollout of direct marketing campaigns
- Donations processing, banking income, updating database records, issuing acknowledgements and responding to donor requests
- Export/import data files as required for donation processing and direct marketing campaigns
- Database analysis, report on campaign results, donor trends and others as required
- Work closely with the team to maintain and improve relationships with all donors
- Support the wider team and organisation administrative duties as required

Key Competencies

- Self-starter with the ability to work on own initiative
- Donor focussed with excellent communications skills
- Ability to work effectively as part of a team
- Ability to multi-task, prioritise workload and meet strict deadlines

Qualifications

A third level qualification or FETAC award in a relevant field

Experience

- At least two years' experience in a similar role
- Computer literate - proficient in using Excel and donor database/CRM systems
- Experience in finance administration
- Strong attention to detail and numeric accuracy
- Proven experience in a customer service environment dealing with the public
- Experience in the not-for-profit sector desirable

Salary: €25,000 to €28,000 per annum

Contract: Full-time permanent contract after successful completion of 6-month probationary period

Working hours: Monday-Friday, 37.5 hours per week, with flexitime

Annual leave: 22 days

Please submit your Curriculum Vitae with cover letter detailing why you would be suitable, and why you would like to work for CBM Ireland, by email to: sarahotoole@cbm.ie by **5.00pm, Wednesday 4 September 2019**. Interviews take place during the week of 9 September.

CBM Ireland is an equal opportunities employer. All applicants should have the legal right to live and work in Ireland before applying for this position.