

**Information Pack**

**Fundraising Administrator**

**Based at**

**MS Ireland National Office  
80 Northumberland Road  
Dublin 4  
1 year contract  
(Hybrid 3 days office based)**



MS Ireland is now seeking a full-time **fundraising administrator (1 year contact with potential to permanent)** to work as a key member of our National Fundraising Team. This is a junior level role and offers an exciting opportunity for anyone seeking to develop a career in fundraising.

**Main duties and responsibilities include;**

Assist with event and campaign planning and execution

Ensure excellent delivery of supporter care across all areas of fundraising

Providing administrative support for the Fundraising team

**Used to an office environment the ideal candidate will be;**

A highly motivated, energetic and enthusiastic individual with 1 year prior experience preferably in a fundraising, events, database or customer service role. They will have excellent IT skills to include competency in MS Word, Excel and PowerPoint and use of a CRM; a good understanding of social media and excellent communication skills and telephone manner are essential.

## **MS Ireland Background**

**MS Ireland** is the only national organisation working solely on behalf of people living with Multiple Sclerosis and the many thousands of people who share their lives. The aim of the Society is to enable people living with MS to live their lives to their fullest potential, to participate in all aspects of society and to foster research on a national and international basis to identify a cure for Multiple Sclerosis.

### ***The objectives of the Society are:***

- Facilitate People with Multiple Sclerosis (PwMS) to control their lives and environment, to live with dignity and participate in the community.
- Provide support for the families and carers of PwMS.
- To exchange and disseminate information relating to MS.
- To co-operate with the Medical, Scientific, Social and Caring professions.
- To promote scientific research into the causes of, cure for and management of MS.
- To provide and identifiable focal points by developing an efficient, effective and caring organisation to serve the needs of PwMS.

A wide range of services and programmes have been developed and implemented by the MS Society. These services and programmes are designed specifically to meet the needs of the MS community and to ensure that the fundamental aims of the MS Society are achieved on behalf of the MS community. Such services include:

- National MS Information Line
- MS news magazine
- Information booklets
- Respite care facilities
- Funds for MS research in Ireland
- National and Regional conferences on MS
- Regional offices with professional staff in each Health Board area
- 27 branches nation-wide

## JOB DESCRIPTION

Job title:	<b>Fundraising Administrator</b>
Location:	Based in the National Office – Mix of remote and office based (min 3 days office)
Role Purpose	To ensure excellent deliver of supporter care and assist in the development of fundraising events and campaigns
Reports to:	Fundraising Manger
Contract:	Full-Time (35 Hours per week)
Contract Duration:	1 year Contract
Salary	€25-34k depending on experience

### KEY RESULT AREAS:

1. Assist with the development and management of current fundraising events and campaigns
2. Liaise with event participants to provide fundraising support and advice
3. Ensure timely and appropriate acknowledgement of donations and other support
4. Prepare fundraising materials and packs
5. Update CRM
6. Assist with recruitment and support mailings and telemarketing
7. Respond to queries and support requests
8. Assist with the research and development of new fundraising opportunities
9. Support the Fundraising and Communication teams to implement marketing and promotion plans
10. To carry out duties as may reasonably be requested by your line manager
11. As support is sometimes required on events outside of standard business hours flexibility is required
12. Assist with social media content creation and administration

**The above job description serves as a guideline to the role only and MS Ireland reserve the right to make changes and adapt the job description, without agreement and in line with business requirements**

## PERSON SPECIFICATION

A highly motivated, energetic and enthusiastic individual who enjoys working in a demanding, high paced team environment.

### Education

- ECDL course desirable.

### Experience:

1-year prior experience preferably in a fundraising or customer service role.

### Knowledge & Skills:

- Excellent IT skills to include competency in MS Word, Excel and PowerPoint and use of a CRM, (Salesforce CRM desirable)
- Excellent organisational and administrative skills.
- Excellent communication skills and telephone manner.
- Good knowledge of all social media platforms.
- Typing/data entry skills essential.

### Personal Attributes

- A confident communicator who is perceptive to understanding needs/requests and able to action and prioritise these.
- Calm and patient when dealing with a range of stakeholders at all levels.
- Team Player: working collaboratively and flexibly with various departments to achieve outcomes and is keen to add value to MS Ireland's culture and ethos.

Applications with CV and Covering Letter to

[recruitment@ms-society.ie](mailto:recruitment@ms-society.ie)

**Must include Fundraising Administrator in the subject bar**

**Closing Date: 12/07/2024**

*MS Ireland is an equal opportunities employer*