

Society of Saint Vincent de Paul: Donor Care Administrator **(<https://www.activelink.ie/node/109101>)**



Donor Care Administrator

Reference No: VA338

Location: National Office, SVP House Dublin 1

Duration: Permanent Full-Time

Hours: 37.5 hours per week

Published: Wednesday 19th June 2024

Closing Date: Midnight Wednesday 3rd July 2024

An exciting opportunity has arisen for a Donor Care Administrator to join our National Office.

The post holder will have responsibility for supporting donor-centric fundraising, proactively engaging with donors to ensure they have a positive experience at every point in their donor journey. The role also supports SVP Regions, Areas and Conferences, ensuring that they have the resources, materials and information needed to fundraise effectively. Assisting with corporate engagement as required. Assisting with the administration of the national charity tax reclaim programme for the Society. Day-to-day donor care work e.g., post, monthly reconciliations, inputting data and information onto a CRM system and any other tasks assigned by Manager. Additional supports to the Donor Care Team by following best practices in fundraising and GDPR practices. This is a great opportunity to join one of Ireland's largest voluntary organisations and make a difference in your community.

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Why work with SVP?

SVP Benefits

All SVP Benefits are subject to the prevailing policy and associated length of service requirements

- 23 days annual leave for all staff; Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
- Pension: 5% employer and employee contribution with an option to increase to 7% on a matching basis
- 2 discretionary days (Good Friday & Christmas Eve)
- Group discount for Hospital Saturday Fund (HSF)
- Paid Sick Leave: Sick Pay following 13 weeks, with entitlement increasing with length of service (Subject to terms of policy)
- Education Support for job relevant courses (Subject to terms of policy)
- Paid Maternity & Paternity Leave (18 weeks full maternity leave pay for staff with more than 12 months service & 2 weeks full paternity leave pay for staff with more than 12 months service)
- Employee Assistance Programme
- Life Assurance – four times annual salary
- Life Appreciation Recognition: Additional one-off 5 days annual leave allocated in year that 25-, 30-, 35- & 40-years' service achieved, plus €250 voucher
- Christmas Voucher: €250 voucher for all staff (Subject to terms of policy)
- Retirement: Staff with 10+ years' service will receive a €250 voucher on retirement
- Hybrid/Flexible Working Available: SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
- SVP Experience Day: Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

The ideal candidate will possess the following:

- Educated to Leaving Certificate level or equivalent is essential.
- Office Administration course would be beneficial.
- A minimum of 1-year relevant experience in administration and database management is essential.
- Excellent organisation and administrative skills is essential.
- Excellent interpersonal and communication skills (verbal, by phone, written and face to face) is essential.
- The ability to juggle a wide range of activities and priorities own workload and meet deadlines.
- Proficient in Word, Excel , PowerPoint, Outlook, Databases.
- Good attention to detail
- Ability to work on own initiative
- Process analysis and documentation skills.
- Excellent IT skills.
- Excellent numerical skills.

ABOUT SVP:

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing, community care, shops, administration and other specialist areas

How to Apply:

If you meet these requirements and have the desire to join one of Ireland's best known, trusted and respected not-for-profit organisations, please complete the online application www.svp.ie/jobs (<http://www.svp.ie/jobs>).

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in the position to provide individual feedback to candidates who are not shortlisted.

SVP is an Equal Opportunities Employer

Region

Dublin 1

Date Entered/Updated

21st Jun, 2024

Expiry Date

3rd Jul, 2024

Attachment

[Donor Care Administration Job Description](#)
19.06.2024.pdf

Size

244.45
KB

Source URL: <https://www.activelink.ie/vacancies/community/109101-society-of-saint-vincent-de-paul-donor-care-administrator>