

MS Ireland: Fundraising Administrator **(<https://www.activelink.ie/node/109288>)**



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.

Job specification attached below.

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

Region

Dublin 4 / Hybrid

Date Entered/Updated

1st Jul, 2024

Expiry Date

15th Jul, 2024

Attachment	Size
Fundraising Admin Job Spec.docx	70.09 KB

Source URL: <https://www.activelink.ie/vacancies/interest-groups/109288-ms-ireland-fundraising-administrator>