

Fundraising Administrative Assistant – Job Ad

Volunteer position hours: 9.30 am for 3 pm - 4 hours

Days: Monday and/or Friday

Commitment: Minimum of 6 months on a regular basis (weekly commitment)

Reports to: Fundraising Team

Summary of the Job

This position has been created by the need to have a passionate individual to provide administration support for the small fundraising team. This position would suit to an individual who wants or has experience in the community sector and has a genuine interest in fundraising to make a difference in the community.

Specifically, this role involves:

- Assist with picking up and sorting out mail
- Data entry – GIK donations
- Assist with word processing, printing and sending GIK receipts
- Update records with RTS (Return to Sender)
- Follow up RTS with the existing donors by email
- Assist with duplicates in an Excel spreadsheet
- Handling and maintaining the file system
- Assist the Fundraising team as needed with ad hoc administrative tasks

You will have:

- Knowledge of standard office administrative practices and procedures
- Accurate record keeping and attention to detail
- Salesforce or other database knowledge & experience (preferred but not essential as training will be provided)
- Proven ability to work independently and contribute effectively as a team member
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- Good communication skills written, oral and listening.

Benefits

- Be part of a friendly team
- Gain work experience and learn new skills
- Challenge yourself in a supportive environment
- Enjoy the achievement of fundraising for vital support services
- Make a positive difference in someone else's life... as well as your own
- A great opportunity to promote health and wellbeing to people's lives

If you feel you are suitable for this volunteering role, please send a current CV and a Cover Letter addressing the

Only shortlisted applicants will be contacted