

Fundraising Administrator Role Description

Job Title:	Fundraising Administrator Volunteer
Location:	ISPCA Centres Longford/Mallow/Donegal/Dublin
Department:	All areas
Reports to:	ISPCA Head of Business Development
Time Commitment:	Flexible, but shifts are a minimum of four hours

The overall purpose of the role:

The volunteer Fundraising Administrator plays an important role in supporting the day-to-day fundraising activities at the ISPCA. The role entails assisting with the online shop sales, updating our CRM system and coordinating fundraising packs and assisting at fundraising events. Your role as an ISPCA Fundraising Administrator Volunteer will assist the ISPCA to raise funds so we can continue our work rescuing, rehabilitating and responsibly rehoming some of the most vulnerable, abused and neglected animals in Ireland.

Principal Responsibilities:

- Updating content on the ISPCA's internal systems such as CRM, online shop etc.
- Attend events as part of the ISPCA team selling merchandise.
- Liaising with members of the public and promoting the work of the ISPCA.
- Coordinate the fulfilment of fundraising packs for ISPCA event participants such as the mini marathon.

Skill levels required:

A fundraising qualification and experience working in the charity sector in a similar role is an advantage but not essential as we provide full training. Good communication skills, honesty, dependability and reliability are required along with an enthusiastic, warm, confident and friendly manner. Excellent organisation, administration and customer service skills are essential.

Benefits of Volunteering

There is enormous satisfaction to be gained from devoting your free time and energy helping to raise vital funds to help the rescued animals in ISPCA care. You will also be meeting like-minded people, animal lovers and gaining valuable experience developing your fundraising skills.

Volunteer Procedure:

A copy of the volunteer procedure is available upon request from the ISPCA Volunteer Coordinator. All volunteers must be over 16 years of age for insurance purposes. No expenses are available. Volunteer should follow Health and Safety procedures as set out by ISPCA Management and exercise good judgement.

Time commitment:

Due to the nature of the role, shifts are required to be a minimum of four hours based on a rostered system.

For more information about ISPCA volunteer opportunities, please email volunteer@ispca.ie.