

	Job Description
Role	Campaigns Administrator
Reporting to	Campaigns Manager
Background and Context	<p>Children's Health Foundation (CHF) is focused on raising funds to fulfil our mission of providing world class medical facilities, research and compassionate loving care for every sick child in Ireland cared for in Children's Health Ireland hospitals and urgent care centres. The Foundation supports Crumlin and Temple Street Children's Hospitals, National Children's Hospital Tallaght and Connolly Urgent Care Centre.</p> <p>The creation of Children's Health Foundation in 2019 brought together the existing Temple Street Foundation and The Children's Medical and Research Foundation Crumlin to continue to support Ireland's sickest children in their treatment journey today, tomorrow and into the future.</p> <p>This is an exciting time to join Children's Health Foundation, full of challenges and opportunities that allow us to support the hospitals in the best possible way, whether that's through family and patient support, vital research, medical equipment or redevelopment. And, being embedded in the hospitals crystallises our cause and we see firsthand the impact our work has.</p>
Role Purpose	<p>Purpose of the Role</p> <p>Reporting to the Campaigns Manager, you will provide support on the coordination and effective management activities for a number of key campaigns across Children's Health Foundation. As an example this could include but is not limited to; 100 minds, Crumlin & Temple Street's raffles and provide support on the Trick or Treat, Christmas Jumper Day or the Great Irish Bake as required.</p>
Key Responsibilities	<p>Role Responsibilities:</p> <ul style="list-style-type: none"> • Be a team player to identify opportunities to grow income levels from campaign donors and ensure donors receive the best support possible • Provide administrative support for the team, along with the recruitment acquisition of key target audiences • Manage the receipting and acknowledgement process to ensure all donations are effectively recognised in a timely manner. • Co-ordinate the provision of Fundraising & Promotional materials to supporters • Answer enquiries from supporters in an appropriate manner and deal with enquiries and requests efficiently • Work across campaigns and events as directed by the Campaigns Manager. • Keep track of and monitor the external fundraising environment to identify new opportunities. • Be a proactive team player who will undertake additional project work as assigned.
Qualifications and Experience	Skills & Experience

- A minimum of one years' experience in sales, marketing, fundraising or customer care
- QQI Level 6 ideally in Marketing, Public Relations or Event Management.
- Employment experience in a similar role is desirable.
- Experience of providing support to fundraising initiatives would be an advantage
- Experience with donor databases
- Possess strong project management and planning skills.
- Proficient IT skills are essential particularly MS Office including Excel and Word.
- Track record of working on your own initiative and an ability to prioritise
- Knowledge of current and future trends in the fundraising sector.
- Be a team player who enjoys providing support to other teams who have an urgent need.
- Demonstrate the ability to build strong relationships which will be required with staff in CHI hospitals and our supporters.
- Flexible to attend external events or presentations as required this could be in the evening or at weekends on occasion.

Terms

Fulltime, permanent role