Job Title: Programmes Administrator

The Ireland Funds is seeking to hire an Administrator to start as soon as possible. With an office in Dublin, there is an opportunity for the successful candidate to work Monday – Friday, 9am – 5pm in a flexible hybrid model which is currently being trialled by the organisation. The Administrator will be responsible for significant portfolio of administrative activities and will work alongside The Ireland Funds Grants and Operations Teams.

About The Ireland Funds:
The Ireland Funds is a global philanthropic network established in 1976 to promote and support peace, culture, education and community development throughout the island of Ireland, and Irish-related causes around the world. With chapters in 12 countries, The Ireland Funds has raised over $600 million for deserving causes in Ireland and beyond, benefiting more than 3,200 different organisations.

Term: This is a full time roll which will include a 3 month probationary period.

Salary: For information on salary range, contact nlynch@irelandfunds.org.

Apply with CV and Letter of Application to Nicki at nlynch@irelandfunds.org by Friday 17 December 2021

The responsibilities of the Administrator will include, but are not limited to, the following:

Office Administration

- Assist the Grants Team with reviewing and processing grant applications.
- Assist with administrative tasks arising from Education programmes.
- Assist the Operations, Communications and Events Teams as required.
- Act as the main point of contact for new enquiries, by phone and email.
- Assist in the updating and data cleaning of the current CRM system.
- Continual updating of existing information and entry of new information to Salesforce with a high level of detail and accuracy.
- Represent The Ireland Funds occasionally at events around Ireland.
- Attend in person seminars and meetings when required.

Preferred Qualifications & Competencies:

- Proficiency in use of Microsoft Office programmes, particularly Word, Excel, Outlook, OneDrive, and SharePoint.
- Experience in using a CRM system (Salesforce).
- Attention to detail and accuracy.
- Experience in research and proposal writing.
- Excellent verbal and written communication skills.
- General understanding or overview of the charitable sector in Ireland.
- Excellent organisation skills.
- Work well as a self-starter, but also as part of a team.