

## Fundraising Executive – National Office

### **Role Purpose**

As Fundraising executive, you will work closely with our Fundraising Manager, National Campaigns Co-ordinator and Marathons and Challenges officer. You will be required to deliver exciting campaigns and provide administrative back-up in a range of different areas. You will contribute to achieving The Society's fundraising targets and strategic goals as set out for the year.

This role works across the whole Fundraising team, providing administrative and operational support. We're looking for someone with great people skills, as well as highly organised with good initiative.

**Reporting to:** Head of Fundraising / Fundraising Manager

**Core Hours:** Monday – Friday, 9:00 AM – 5:00 PM

(4 days at National Office, Blackrock; 1 day hybrid. Occasional out-of-hours work may be required.)

**Role Type:** Fixed-term 1 year contract

### **Main Duties and Responsibilities**

- Support and help co-ordinate our established annual campaigns (e.g., Tea Day, Memory Walk etc).
- Administrative support for our Marathons and challenges including sending out packs, answering queries and keeping runners records up to date.
- To provide additional support at peak times across the team.
- Manage the fundraising inbox.
- Responsible for ordering, tracking and logging fundraising materials.
- To assist with sending out fundraising merchandise.
- Co-ordinating volunteers from time to time.
- Fulfil Online shop orders and handle customer queries.
- Work with fundraising team and colleagues across the organisation and build effective working relationships.
- Carrying out other general administrative duties to support the Fundraising Manager and team as required.
- To work within national ASI policies & procedures and to adhere to legal frameworks. To handle cash, banking, acknowledging and receipting of income in accordance with ASI policies and procedures.
- To carry out any other ad hoc duties that may be assigned from time to time.

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description.

**Person Specification:**

This role work across the whole Fundraising team, providing administrative and operational support. We're looking for someone with great people skills, as well as highly organised with good initiative and problem solving.

**Required Knowledge / Experience:**

- Excellent verbal and written communication skills, fluent in spoken and written English
- Team orientated with an ability to work on own initiative
- Strong administrative and organisational skills with keen attention to detail
- Ability to problem solve and suggest workable solutions
- Proactive, flexible approach with a professional attitude
- Demonstrated capacity to work to under pressure to evolving deadlines
- Good computer skills (including familiarity with CRM)
- Ability to prioritise tasks and manage a busy workload.

To apply for this position, please submit a full and up-to-date CV and cover letter detailing why you believe you would be suited to this role to [recruit@alzheimer.ie](mailto:recruit@alzheimer.ie)

**Closing date for applications is Friday 13<sup>th</sup> February 2026**