 **Job Vacancy**

|  |  |
| --- | --- |
| Job Title: | **Fundraising Database Administrator** |
| Responsible to: | Head of Fundraising |
| Works with: | * Individual Giving Manager, Corporate Partnership & Philanthropy Manager, Major Gifts Executive and whole fundraising department.
* IT and Finance departments.
* Outside agencies, e.g. software providers, payment processors, printers and call centres.
 |
| Summary of role: | * To be responsible for maintaining and developing the fundraising database of The Irish Red Cross (IRC).
* To provide data for the planning, operation and analysis of fundraising campaigns.
* To proactively provide insights into supporter data.
* To contribute to the work of IRC as a key member of the fundraising team.
 |
| Main tasks & responsibilities: | 1. Manage and optimise the fundraising department’s use of the organisation’s CRM (Care) to process, maintain, code, segment and analyse supporter data in a timely, accurate, consistent and efficient manner.
2. Work with Individual Giving, Corporate and Major Gifts teams to support development of IRC’s donor base.
3. Work with IT & Finance departments on systems integration.
4. Provide data imports, exports, reports & analysis on CRM and other data repositories.
5. Set up reports & dashboards, e.g. of current campaign results, proactively and as required by team members.
6. Interpret data in a fundraising context and provide insights to assist the team in planning campaigns.
7. Maintain data quality, including regular quality checks and cleansing.
8. Ensure data protection & security standards are met
9. Keep up to date with and research developments in the external environment, e.g. GDPR, charity regulations & codes of practice, informing and advising Head of Fundraising on relevant developments.
10. Maintain active membership of relevant institutions and networks, e.g. Charities Institute Ireland,
11. Design, review and monitor adherence to database procedures.
12. Work with team members to support timely, accurate and consistent capture of data.
13. Provide training to team members as appropriate in database and system developments.
14. Keep a watching brief on the data needs of the fundraising team and technological developments that could support it.
15. Support the fundraising team, as required, with data needs to support the acquisition and development of donors.
16. Assist the Head of Fundraising in preparing budgets.
17. Participate in annual appraisal with Head of Fundraising or other person as agreed.
18. Provide occasional cover for other members of the team as appropriate.
 |
| Essential Experience & Skills: | * Relevant third level qualification.
* Minimum 2 years’ experience in a similar role, running relational database/CRM systems, to include:
	+ Analysing and interpreting data
	+ Manipulation and production of complex queries and reports
	+ Knowledge and understanding of database structures and querying
	+ Database maintenance
* Good IT-literacy, including advanced skills in SQL, Access/Excel.
* Good understanding of direct marketing principles and techniques and how data supports it.
* High level of analytical and statistical skills.
* Proven track record in systems development & management.
* Understanding of the application of GDPR and experience of maintaining data security.
 |
| Desirable Experience & Skills: | * Experience of running a database/CRM in a fundraising environment.
* Knowledge of fundraising and the charity sector within Ireland.
* Excellent knowledge of SQL
 |
| Personal attributes: | * Committed interest in the work of IRC.
* Ability to speak and write fluent English.
* Ability to work as part of a team.
* Ability to respond to a varying workload in a busy environment.
* High level of self-motivation.
* Ability to meet deadlines and targets.
* Excellent attention to detail.
 |
| Contract terms: | * Salary range €35,000-€45,000
* Flexi-time (35 hours/week between 8am & 7pm, Mon-Fri)
* Location: Irish Red Cross, 16 Merrion Square, Dublin 2.
 |

To apply: Please submit your CV and covering letter to fundraisingjobs@redcross.ie by 9am on Monday 8 October 2019.