



Gilligan Black Recruitment Ltd



#JOB-2474354



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



18.87 Euro Hourly



09/10/2026



06/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : karen.mcgregor@gilliganblack.ie



Open your camera
app & point here
to view this ad
online



Fundraising Administrator (3-month assignment)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Fundraising Administrator (3-month assignment)

Dublin 1

€18.87 per hour

A well-known charity are hiring an experienced Fundraising Administrator to join its busy fundraising team based in Dublin 1. Reporting to the Fundraising Officer, this role will play an important part in providing excellent donor care. The successful candidate will act as a key point of contact for donors, responding to queries by phone and email, processing and tracking donations, and ensuring donors receive timely and accurate acknowledgement. The role will also involve preparing donation and income reports, maintaining the organisation's CRM in line with GDPR requirements, and providing general administrative support to the fundraising department.

It is expected that you have a least 2 years' administrative experience, ideally within a charity or fundraising environment. Strong Excel and Word skills. Experience using CRM systems, with Salesforce experience highly desirable

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]