

Administrator - Fundraising

Job Description

JOB TITLE:	Administrator - Fundraising
EMPLOYMENT BASIS	Full-Time
DIVISION:	Central Office
REPORTS TO:	Central Office Senior Manager

ROLE PROFILE

The Administrator is primarily responsible for fund-raising initiatives and related administrative tasks. The Administrator is required to seek opportunities to raise income through fund raising events such as dinners, seminars, conferences, publicity events and others, seeking sponsorships and donations in cash and in kind. The events will be in support of the organisation's ethos and objective.

The Administrator is also responsible to keep promotional material updated, and assist in digital presence platforms such as social media, website and regular publication of the newsletter. Recruitment, and monitoring of volunteers is also the responsibility of the Administrator.

The Administrator is accountable to the Central Office Senior Manager or their delegate.

TERMS AND CONDITIONS

The appointee is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is on a full-time basis and subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta. The appointee will be required to work flexible hours in order to attend to events organized outside office hours. S/he will be required to be on call so as to follow up on possible donations and planning of events outside office hours

- KEY RESPONSIBILITIES**
- Fund Raising**
- Assist in the organisation of regular events aimed at raising funds for the organization.
 - Reach out to other entities who can organize fund raising events on behalf of Fondazzjoni Sebh.
 - Identify possible contacts for donations and other support in kind.
 - Support in fund raising initiatives being undertaken.

- Follow-up and co-ordinate any donations in cash and in kind.
- Liaise with various services and keep an up-to-date diary of all events
- Assist the Central Office Senior Manager or delegate to advocate for sponsorships of activities and initiatives.
- Keep record of all fund-raising initiatives and ensure that any legal fund-raising requirements are being adhered to.
- Keep record of all incoming donations in cash and in kind.
- Liaise with the Finance Office to ensure the smooth and safe transfer of funds.
- Organise and distribute donations in kind across the different services of the Foundation;
- Support in the Co-ordination of Corporate Social Responsibility initiatives as required.
- Co-ordinate a team of volunteers supporting fund raising initiatives.
- Undertake all administrative duties in connection with the post.

Promotion and Social Media

- Ensure the organisation has relevant promotional material kept in good order at all times.
- Assist in the management of Fondazzjoni Sebh website
- Work closely with Senior Manager, or delegate to ensure that donations and events have adequate visibility on social media.

Co-ordination of Volunteers and Volunteering within Fondazzjoni Sebh

- Be responsible for the recruitment process of volunteers.
- Assist in the matching between volunteers and their placement within the services.
- Ensure that volunteers database is regularly updated.
- Ensure that all documentation related to volunteers is in order and updated.

Other responsibilities

- Work collaboratively with other organisations within the Church in Malta and Gozo and the Archdiocese of Malta as necessary.
- Meet legislative and all relevant regulatory requirements.
- Ensure the values of Fondazzjoni Sebh and the Archdiocese of Malta are upheld across the organisation.
- Carry out duties in accordance with Fondazzjoni Sebh principles, policies and procedures.
- Attend meetings and training courses as required, including regular supervision meetings and annual appraisal with the Director or his/her delegate.

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info@sebh.mt; www.sebh.mt

- Undertake from time to time such other tasks as may be required including administrative duties in connection with the Central Office responsibilities.
- Uphold and implement the policies and procedures of Fondazzjoni Sebħ throughout all aspects of the work of the organization.

QUALIFICATIONS AND EXPERIENCE

5 years' experience in fundraising administration. Previous experience in a similar setting or a demonstrable interest in public relations would be an asset.

OR

2 years' experience in fundraising administration and a qualification in Communications, Management or a related field. Previous experience in a similar setting or a demonstrable interest in public relations would be an asset.

PERSONAL QUALITIES

- Embrace Fondazzjoni Sebħ values and behaviours that support the values;
- Committed to Fondazzjoni Sebħ vision;
- Self-motivated, pro-active and reliable;
- Resourceful and able to perform under pressure;
- Good inter-personal skills, creativity and an energetic personality;
- Solid organisational and planning skills;
- Excellent verbal and written communication;
- Efficient IT Skills, in particular use of social media, word processing and excel;
- Ability to generate funds in an efficient manner, using limited resources so as to ensure sustainability of fund raising initiatives;
- Confident in presentation skills;
- Creative;
- Ability to manage multiple projects, priorities and deadlines;
- Willing to take responsibility and be accountable.

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2024/04, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

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The Job Description will be reviewed on a regular basis and may be amended by Senior Management of Fondazzjoni Sebh to reflect the needs of the service. This Job Description should be read in conjunction with the contract of service.

Fondazzjoni Sebh's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission and any applicable legislation.