

Administrator – Fund Raiser

Job Description

JOB TITLE:	Administrator – Fund Raiser
EMPLOYMENT BASIS	Full-Time
DIVISION:	Central Office
REPORTS TO:	Central Office Senior Manager or their delegate

ROLE PROFILE The Administrator is responsible to seek opportunities and initiatives that result in monetary and/or in kind donations, as well as obtain sponsorships for events and projects. The administrator is also responsible to oversee that the administrative tasks related to incoming donations in cash and in kind is up to date, accurate and professionally kept.

The Administrator forms part of the Central Office team. The Administrator needs to work in close collaboration with the Fund Raising and Events Executive so that together they will optimize resources and fund-raising opportunities for Fondazzjoni Sebh. The selected candidate will be required to assist in other general administrative duties within the Central Office as the need arises. 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 a full-time 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 initiatives 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**

- Be responsible for co-ordinating requests for and acquiring donations in kind.
- Reach out to entities to sponsor or support initiatives, projects and other requirements related to the running of services.

- Assist in the organisation of regular initiatives aimed at raising funds for the organization. In doing so, the Fund Raising Administrator is to work in close collaboration with the Fund Raising and Events Executive;
- Reach out to other entities who can organize fund raising initiatives to collect funds or other required items on behalf of Fondazzjoni Sebh.
- Identify possible contacts for donations and other support in kind.
- Support Fondazzjoni Sebh services in fund raising initiatives being undertaken.
- Work closely with Fund Raising Executive to ensure that donations and events have adequate visibility on social media
- Co-ordinate a the engagement of a team of volunteers supporting the services and the Central Office.
- Co-ordinate a team of volunteers supporting Central Office

Administrative Tasks:

- 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 initiatives to limit clashes and conflicts.
- 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;
- Undertake administrative duties in connection with the post. -

Other responsibilities

- Manage stores that contain donations (stationery store, food store and toys store) and organise distribution of such donations.
- Undertake other administrative duties related to other Central Office duties as directed by the Central Office Senior Manager or delegate.
- 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.

Registered Organisation: **VO/1622**

Member of the International Catholic Child Bureau

+356 2247 0900 72B, Triq Villambrosa, Ħamrun HMR 1127

info@sebh.mt; www.sebh.mt

- Uphold and implement the policies and procedures of Fondazzjoni Sebħ throughout all aspects of the work of the organization.

QUALIFICATIONS AND EXPERIENCE

Qualifications

A qualification in social care, or communications or public relations, or business administration or related discipline and 2 years experience preferably in these areas.

OR

5 years experience in fundraising or in the social care sector or related areas.

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 word, excel, canva and/or other similar applications;
- Ability to generate donations (cash or in kind) 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 initiatives, 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

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

Fondazzjoni Sebħ'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.