



## Society of St. Vincent de Paul (National Council of Singapore)

### Job Overview

<b>Designation:</b>	Fundraising Administrator (full/part-time)
<b>Reports To:</b>	SSVP Joint Fundraising Committee Co-Chair
<b>Period of Employment</b>	Until 31 January 2025

### Job Summary

The Fundraising Administrator will support the fundraising efforts of the Society of St. Vincent de Paul (National Council of Singapore) and SSVP Ltd. to help make a meaningful impact in the lives of the poor and needy. The successful candidate will be responsible for handling donor queries, supporting fundraising campaigns, managing donation data, and providing administrative support to the fundraising committee.

### Job Description

- Handle donor queries and provide excellent customer service.
- Support the development and implementation of fundraising campaigns.
- Manage donation data, including data entry, tracking, and reporting.
- Provide administrative support to the fundraising team, including taking minutes of meeting and tracking fund raising plans.
- Assist with marketing and promotional activities.
- Analyse donation trends and provide insights for future fundraising efforts.

### Qualifications and Experience

- At least 2-years of experience in fundraising or a related field.
- Proficient in Microsoft Office, particularly Excel.
- Flexible work hours; Responsibilities will require the person to work closely with volunteers; as such, meetings and consultations are often scheduled on weekday evenings and on weekends.

### Skills required

- Excellent communication and customer service skills.
- Ability to work independently and as part of a team.
- Strong attention to detail and organisational skills.
- Able to multi-task and work with multiple stakeholders.