



Title: Office Administrator

Organisation: Irish Motor Neurone Disease Association (IMNDA)

Reports to: Head of Fundraising

Contract: 12-Month Fixed Term Contract

Hours: 18 – 35 hours per week considered for the right candidate.

Location: Unit 6 Bond House, 9/10 Bridge Street Lower, Dublin 8

This role is fully office-based for at least the first six months, with the expectation of ongoing in-office presence beyond that. Some hybrid working will be considered for the right candidate.

Salary: HSE Clerical Officer Grade (starting salary based on experience)

About IMNDA

The Irish Motor Neurone Disease Association (IMNDA) is the only organisation of its kind in the country. We are dedicated to supporting people living with Motor Neurone Disease (MND) and their families and carers. 2025 marks 40 years of caring for the MND Community.

Role Description

As an Office Administrator, you will work closely with a small, friendly, and committed team, providing professional, efficient, and effective administrative support across the organisation.

You will be responsible for ensuring our supporters are adequately thanked in a timely fashion and know the true impact of their donation. The successful candidate will primarily provide administrative support to the IMNDA's busy Fundraising team especially relating to community fundraising and our own annual events and campaigns. We pride ourselves in delivering excellent donor care and we want our supporters to have the best experience when they choose to support the IMNDA.

Main Roles & Responsibilities

The position of Office Administrator includes, but is not limited to:

Fundraising & Accounts

- Processing donations; be they postal, phone, in-person or online
- Entering and tracking income and donations in accordance with the IMNDA's Financial Procedure, working closely with our Accounts Team
- Administrate the many digital platforms used by our fundraisers
- Acknowledge gifts and thank supporters promptly and appropriately
- Respond professionally and in a timely manner to supporter enquiries ensuring they have all they need to fundraise for /donate to the IMNDA

- Fulfilling and sending fundraising packs as needed
- Accurately enter all required data into Salesforce
- Attend occasional evening and weekend events as required

General Office Duties

- Ensure the smooth running of the charity office by handling all deliveries, couriers and post; both incoming and outgoing
- Greet and assist visitors to the organisation in a professional and friendly manner
- Carry out general office duties, including printing, photocopying, and mailing tasks as needed by the management team
- Keep contact databases and records updated
- Maintain office supplies and reorder as needed
- Assist the Community & Operations Manager with preparations for non-fundraising events

Essential Requirements

- Proficient in Microsoft Office applications
- Very strong admin and organisational skills
- Experience in working with CRM systems
- Excellent communication skills
- A team player who can also work independently and use own initiative
- Warm, caring with a positive and flexible attitude and an interest in the charity sector
- Strong empathy and compassion for the work of IMNDA

Working knowledge of Salesforce CRM and experience in the charity sector is an advantage

Additional Training Provided

The successful candidate will receive appropriate training in:

- Health & Safety
- GDPR

General

- Always maintain confidentiality and ensure compliance with the Data Protection Act and GDPR regulations

- Undertake additional tasks as reasonably requested by the CEO and management team
- This job description serves as a guideline and may be amended to meet the evolving needs of the IMNDA following discussions with the post holder.

Benefits

- 25 days annual leave per annum or pro-rata equivalent, plus public holidays, Good Friday, and Christmas Eve.
- Defined Contribution Pension Scheme (post-probationary period).
- Cycle to Work Scheme.
- Employee Assistance Programme (EAP).
- Office shutdown period over Christmas.

How to Apply

If you would like to be considered for this position, please send a cover letter outlining your suitability, along with your CV to:

Kevin Burn

IMNDA, Unit 6 Bond House, 9/10 Bridge Street Lower, Dublin 8, D08 TH76

Email: kburn@imnda.ie

Closing date: Monday 24th February 5pm