



THE IRELAND FUNDS

*The Ireland Funds is hiring for the role of **Administrative Assistant** to join our team based in Dublin.*

About The Ireland Funds

The Ireland Funds is a global philanthropic network established in 1976 to promote and support peace, culture, education, and community development throughout the island of Ireland.

The main responsibilities of the Administrative Assistant will include, but are not limited to, the following:

Grants & Scholarships Administration:

- Contributing to the overall work of The Ireland Funds grant making, grant rounds, scholarships, and other funding priorities.
- Facilitating the process of grants and scholarships, including:
 - Preparing grant/scholarship contracts, offering contracts to grantees/scholars.
 - Monitoring and tracking all offered grants.
 - Assisting with the processing of grant payments.
 - Assisting with collection of documentation and information from organisations and scholars, as required.
 - Data entry for all the above.
 - Running grant reports and analysis.
 - For grant round and assisting with reviewing and processing grant applications.

General Administration:

- Ongoing data entry to Salesforce with a high level of detail and accuracy.
- Preparing project visits and itineraries.
- Act as the main point of contact for enquiries, by phone and email.
- Represent The Ireland Funds occasionally at events around Ireland, including the annual Conference and grantee workshops.
- Supporting the implementation of key organisational processes and policies.
- Working with colleagues globally.

Preferred Qualifications & Competencies:

- Experience in a similar role.
- Proficiency in the use of Grant Management Software (Salesforce CRM) and Microsoft products suite.
- Excellent attention to detail.
- Strong team player with the ability to work independently.

Term: 12-month contract

Location: Dublin/Hybrid

Salary: €32,000 - €35,000 p.a., commensurate with experience

Apply: Apply with CV and Letter of Application to Hannah Brogan at hbrogan@irelandfunds.org by **Monday 14th August 2023**