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# **Cork ARC Cancer Support House: Fundraising Administration Support (<https://www.activelink.ie/node/116391>)**

## **Job Title: Fundraising Administration Support**

**Location:** Cork ARC Cancer Support House, Cork

**Reporting to:** Fundraising Department

**Department:** Fundraising

**Contract Type:** 20 hours P/W(5 mornings), 12 month contract

**Salary:** €20,000 per annum

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## **About Cork ARC Cancer Support House**

Cork ARC is a safe haven for people with cancer and their families, where they can find understanding, compassion and practical help. As a registered charity, we provide free information, psychological support and holistic therapies to complement medical treatment — supporting individuals from diagnosis through to recovery or bereavement. With centres in Cork City and Bantry, our work is powered by our dedicated team, volunteers, and the generosity of our community.

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## **Role Purpose**

We are seeking a motivated and organised **Fundraising Administration Support** professional to join our team. This role is central to the smooth delivery of Cork ARC's fundraising efforts and will provide key administrative support to the Fundraising Department, while also assisting other teams as needed. The ideal candidate will bring strong organisational skills, attention to detail, and a warm, professional manner in engaging with supporters, volunteers and the wider public.

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## **Key Responsibilities**

### **1. Fundraising & Event Support**

- Track and follow up on all fundraising events and online campaigns.
- Support internal and external events including raffles, coffee mornings, and community fundraisers.
- Coordinate the sourcing and management of raffle/auction prizes and promotional items.
- Manage fundraising materials and logistics (e.g. banners, buckets, venue bookings).
- Attend fundraising events to provide support and represent Cork ARC.

### **2. Donor & Volunteer Engagement**

- Respond to queries from donors, fundraisers, and volunteers.
- Maintain accurate records in the **finance** database.
- Issue thank-you letters, receipts, and follow-up communications.
- Assist in coordinating and communicating with volunteers for events.

### **3. Financial Administration**

- Log and track donations received via online platforms, bank transfers, or in-person.
- Maintain records of all income in line with compliance and data protection standards.
- Process receipts, invoices, and assist with financial reporting for events.
- Liaise with internal teams and donors to ensure smooth donation processing.

### **4. Communications & Social Media**

- Manage Cork ARC's social media accounts and respond to online engagement.
- Create and schedule social media content using tools like **Canva**.
- Promote events and campaigns in collaboration with fundraising and services teams.

## 5. Data & Compliance Management

- Ensure all fundraising activity is GDPR compliant and follows internal guidelines.
  - Maintain accurate records and prepare mailshots, grant applications, and documentation as needed.
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## Skills & Competencies

- Excellent administrative and organisational skills
  - Strong written and verbal communication
  - Attention to detail and accuracy
  - Proficient in Microsoft Office and comfortable using CRM systems (CHAMP experience a plus)
  - Experience with Canva or similar content creation tools
  - Ability to prioritise and multitask in a busy environment
  - Friendly and professional approach when dealing with the public
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## Qualifications & Experience

- Previous experience in an administrative, fundraising or events role (charity/non-profit sector desirable)
  - Familiarity with online fundraising platforms (iDonate, GoFundMe, Eventmaster)
  - Understanding of donor stewardship and fundraising compliance
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## Working Conditions

- Based at Cork ARC's Cork City location
  - Some evening/weekend work required to support events (TOIL provided)
  - Occasional travel to Bantry or local events may be required
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## How to Apply

To apply, please submit your CV and a cover letter detailing your interest in the role and relevant experience to [fundraising@corkcancersupport.ie](mailto:fundraising@corkcancersupport.ie) (<mailto:fundraising@corkcancersupport.ie>) by **25th July 2025**.

### Region

Cork

### Date Entered/Updated

24th Jun, 2025

### Expiry Date

25th Jul, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/116391-cork-arc-cancer-support-house-fundraising-administration-support>