

## **MITO FOUNDATION | Team Administrator**

The Mito Foundation is seeking a well-rounded, enthusiastic team administrator to support our Fundraising, Services and Communications teams and providing excellent donor support.

### **Major responsibilities include;**

- Administration support for fundraising team
- Data entry and importation
- Providing excellent customer service
- Processing donations and receipts
- Banking and reconciliation
- Declined donations support
- Stewardship calls to donors
- Event administration
- Social media support

### **Working in a small team in a diverse role with massive potential, the successful candidate must have:**

- The passion to get behind our great cause and make a difference
- A strong interest in the fundraising sector
- Outstanding organisational and administration skills
- Exemplary written and verbal communication skills
- Advanced proficiency in Microsoft Word, Excel and PowerPoint
- Experience of using a database
- A flexible and friendly nature