



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**.

This recognition proves that VHIR endorses the general principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (**Charter & Code**).

VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, religion, age, disability or race.



Administrative Fundraising (disability certificate)

Fundraising, partnerships and CSR Unit

VHIR is looking to incorporate a person to support the Fundraising Unit to be in charge of the administrative management - data processing of its activity. It is essential to have the disability certificate.

JOB DESCRIPTION

Education and qualifications:

Required:

- Cicle Formatiu desirable in the administration/office management field
- Excel and office advanced user
- Fluency in Catalan & Spanish

Desired:

- Additional training in MS Office
- English

Experience and knowledge:

Required:

- Experience in administrative tasks - data processing
- MS Office (especially Excel) advanced
- Fluency in Catalan (level C) and Spanish.
- Ability to communicate with the rest of the team members
- Mandatory to have Disability Certificate



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Main responsibilities and duties:

- Data management related to donors & campaigns:
 - Database control and verification
 - Import/export data to/from donor management program (CRM)
 - Databases management for telemarketing, direct and digital marketing campaigns
- Administrative routine procedures for effective database administration (Data base clean-up, etc.)
- Management of direct marketing return responses
- Collaborate with the rest of the team when organizing fundraising events (logistics)

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 18.960,83 euros (Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: *permanent

*Permanent contract will be made if one of the assumptions established in the General State Budget of 2020 is fulfilled. Otherwise, the position will be temporarily covered by an interim contract until the fiscal and financial measures established by General Budgets of the Generalitat de Catalunya and the basic regulations of the General State Budgets authorize a new call for the place with an indefinite contract.

What can we offer?



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- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “*Admin. Fundraising*” to the following email address: seleccio@vhir.org

Deadline to apply: 08-11-2023