

<b>Job Title (Location)</b>	<b>Assistant to Fundraising Director (London Office)</b>
<b>Salary and Band</b>	<b>Band 5 £28,048 - £36,290 DOE (London Weighting £5,610 - £7,258)</b>
<b>Annual Leave</b>	<b>27 days plus 9 Bank Holidays for full-time hours</b>
<b>Reports to</b>	<b>Fundraising Director</b>
<b>Direct Reports</b>	

### **About Maggie's**

We provide free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down.

Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

### **About the Post Holder**

You will have at least three years' experience of providing high level administrative support to senior staff. Discreet and comfortable working with sensitive and confidential material you will use initiative and make effective decisions, often under pressure and with competing deadlines and frequent interruptions. Your ability to establish strong working relationships with colleagues from different functions and to prioritise a diverse workload will assist you to support the Fundraising Director in the delivery of Maggie's fundraising strategy in the context of Maggie's five-year strategic vision.

### **About the Role**

This is a demanding role where you will support the Fundraising Director in effective management of the fundraising teams across our UK Centres and the central expertise in Trusts, Major Gifts and Partnerships. You will assist the Fundraising Director to plan and organise a broad range of fundraising activities; formulating and adjusting plans as required. Additionally, the Fundraising Director will depend on you to lead or assist on specific projects.

You will act as gatekeeper regarding access for fundraising team with Fundraising Director which will involve utilising strong understanding and sound judgement skills across a number of activities.

### **Key Responsibilities**

- To support the Fundraising Director (FR Director) in managing and delivering Maggie's fundraising objectives and targets for the UK.
- Support the FR Director in managing, developing and stewarding key high value donor relationships, key stakeholders, and senior volunteers.
- Provide administrative support for developing Maggie's fundraising profile, reputation and brand through contribution to the wider fundraising sector.
- Assist the FR Director in managing their workload, managing all mail, correspondence, email and telephone contacts, diary management and travel plans.
- Assist the FR Director in preparing reports and papers for the monthly Executive meeting.
- To routinely manage the monthly collecting of reports or data required to produce pipelines and forecasting.
- Collate activity reports and circulate to the team to allow the sharing of best practice.
- Ensure that all appropriate information is input to the fundraising database and that this is utilised effectively and efficiently in support of fundraising activity.
- Administrative management and organising of fundraising team meetings, training and other team events including drafting agendas and taking and producing minutes.
- Responsible for compiling and submitting expense claims for the Fundraising Director and for reconciling receipts to credit card bill.
- Responsible for filing and distributing monthly management reports.
- Responsible for monitoring flow of information between fundraisers and finance department and gathering pipeline and forecasting data
- Responsible for collating feedback, chasing deadlines, and coordinating contributions required to develop / update fundraising policies or procedures.
- Ensure that all annual leave, sick leave and other absences for all fundraising staff is recorded by the Assistant to Heads of Fundraising.
- Maintain up-to-date knowledge of professional fundraising in order to act as a source of fundraising information for key stakeholders and all staff.
- In the absence of the Fundraising Director the post holder will be responsible for communicating with key stakeholders; utilising their highly developed interpersonal skills to receive and provide complex information.
- Liaise with our In-house architect on office requirements and work with our operations team to carry out regular building inspections/maintenance, highlighting and actioning any defects quickly and promptly as and when discovered.
- Review and replenish office stock including hygiene and kitchen items.

### **Essential skills and experience**

- Educated to degree level or equivalent professional experience in a related field.
- Experience of providing high level administrative support to senior staff
- Ability to work under pressure and deal with emergencies / unexpected problems.
- Excellent administrative, IT & organisational skills
- Excellent verbal and written communication skills
- The ability to effectively manage a broad range of activities with changing plans and deadlines and to work on own initiative effectively and confidently.
- Excellent interpersonal skills and supportive attitude to colleagues
- Willingness to undertake occasional travel with overnight stays/unsocial hours.