

Q U I N T E S S E N T I A L L Y F O U N D A T I O N

E x e c u t i v e A s s i s t a n t

£ 3 0 k - £ 3 6 k

P e r m a n e n t C o n t r a c t

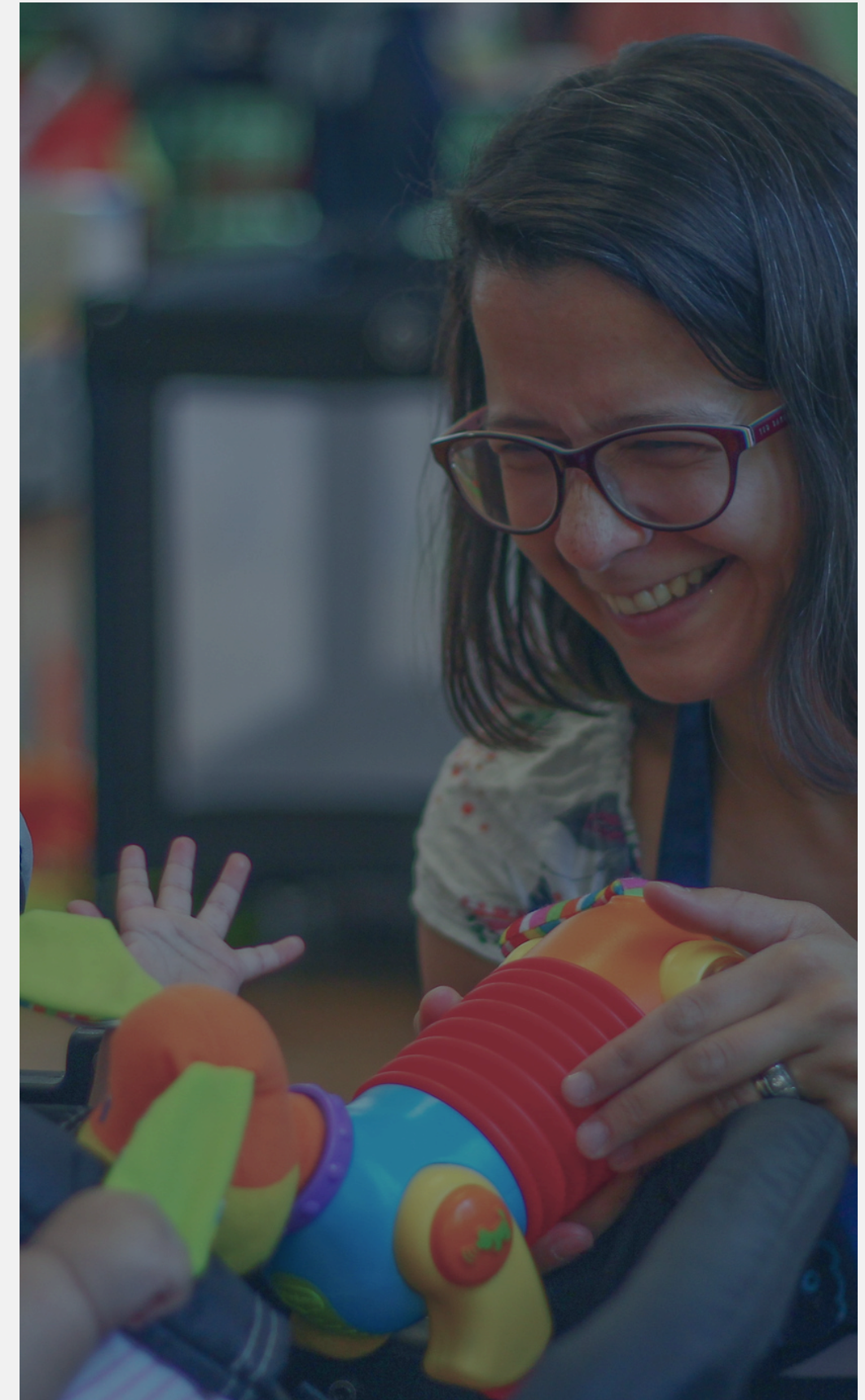
M a r y l e b o n e , L o n d o n

Quintessentially Foundation is on a mission to light up the lives of children and young people facing severe disadvantages in London. We are a proactive, grant-giving foundation dedicated to tackling child poverty and addressing the inequalities that exacerbate it. We do this by finding, funding and supporting small frontline charities well-positioned to make a big difference.

Small frontline charities often have some of the best solutions to society's biggest problems. However, they are often overlooked and underfunded. So, through our flagship programme, 'The Firefly Project', we scale our charity partners' successful interventions for young people, tackling child poverty in all forms, by providing the charities with:

- Unrestricted grant funding
- Tailored organisational support
- Untapped networks and connections

We generate our own income through events, sponsorship and philanthropic donations and channel our resources into turbo-charging our fantastic charity partners to benefit children and young people facing systemic disadvantages ultimately.



The Role

As Executive Assistant to the Chief Executive, you will be pivotal in managing day-to-day administrative tasks and providing strategic support. This role requires foresight, discretion, adaptability, and the ability to handle a range of tasks with a high level of autonomy. You'll deliver comprehensive executive support to the Chief Executive, liaise with key stakeholders, and help to oversee special development projects that drive the foundation's mission forward.

The Executive Assistant will cover the foundation broadly, from governance and trustee matters to supporting operational and strategic planning, preparing reports and supporting donor engagement. The Executive Assistant is key in helping the Chief Executive and foundation stay ahead of future needs, ensuring the organisation's operations and goals are strategically aligned and allowing for proactive rather than reactive decision-making.

This multifaceted role will work with the internal team, charity partners, donors, philanthropists and corporate sponsors supporting the foundation. So, if you're eager to make a difference and want to nurture your skills to contribute to a promising foundation, you will love it here!



Key Responsibilities

Executive & Strategic Support

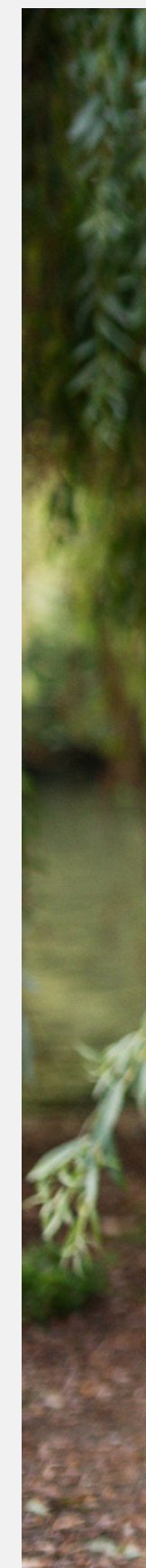
- Managing the Chief Executive's calendar, coordinating meetings and priorities. Overseeing the Chief Executive's inbox, ensuring timely responses and prioritising vital communications.
- Supporting the team and Chief Executive with strategic research and briefing materials for external engagements and aiding decision-making.
- Maintain proactive communication with key stakeholders, including trustees, donors, and charity partners, fostering strong relationships and ensuring effective communication.
- Ensuring the Chief Executive's priorities are communicated effectively across the organisation and that team members are aligned with upcoming deadlines and initiatives.
- Anticipating the needs of the Chief Executive and the organisation, proactively identifying issues and suggesting solutions before they arise.

Governance & Board Support

- Organising and preparing for board and various committee meetings, including preparing agendas, document distribution, and taking accurate minutes. Ensure timely follow-up on action items.
- Maintain the interests register, audit and governance processes and update trustee information accordingly.

Project & Development Support

- Supporting the management of special development projects, such as fundraising initiatives, new charity partner onboarding, or strategic partnerships. Assisting the Chief Executive to ensure all projects are delivered on time and to a high standard.
- Assisting in drafting proposals, presentations, and reports for internal and external stakeholders, including donors and partners
- Supporting the planning and coordination of high-profile events, such as fundraising galas, charity partner visits, and stakeholder meetings.



Key Skills & Attributes

- Ability to manage multiple priorities and tasks with a high degree of organisation and attention to detail.
- Ability to think ahead, prioritise effectively, and make informed decisions to support the Chief Executive's goals.
- Ability to handle sensitive and confidential information with professionalism.
- Strong written and verbal communication skills, with the ability to draft high-quality reports, proposals, and correspondence.
- A self-starter who can anticipate needs, take initiative, and remain flexible in a fast-paced, dynamic environment.

Qualifications & Experience

- Experience as an EA or in a similar role, ideally in a non-profit or philanthropic setting.
- Experience managing complex projects, ensuring deadlines are met and expectations are exceeded.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with CRM systems.

Benefits

The Executive Assistant will benefit from 25 days, plus bank holidays and an additional week's break during the Christmas holidays. Employees of the foundation will also benefit from private medical insurance, the foundation's sick pay scheme, access to employee wellness support, a designated CPD budget and flexible working arrangements.



Encouraging Diversity

Representation matters at Quintessentially Foundation. We are recruiting first and foremost based on talent, capability, applied knowledge, and passion for what we do. We are in this to maximise the capacity of charities so they can change as many young lives as possible. So, we are keen to hear from individuals with lived experience of facing systemic disadvantages and inequality and encourage applicants from underrepresented groups in this space, particularly Black and Asian people and those with similar lived experiences to our beneficiaries.

How To Apply

To apply for this position, please send your CV and cover letter to careers@quintessentiallyfoundation.org along with an answer question to the following question:

How can Quintessentially Foundation impact charities and the young people they support? (You may submit an answer in any manner you wish!)

Closing date for applications: Friday 25th October 11pm

Notification of interview: Monday 28th October

Interviews: Friday 1st November

If you have any questions about this role, please email careers@quintessentiallyfoundation.org

We look forward to hearing from you!

