

Job Title:	Executive Assistant – Major Gifts
Salary:	£28,000 pro rata
Reports To:	Director of Fundraising
Hours:	21 hours/3 days a week
Contract:	Permanent
Start Date:	ASAP
Location:	Hybrid working: flexible, with a mix of home and office (London Bridge) working – all staff commit to a minimum one day a month in our office but exact working patterns for the role will be agreed with your line manager.

ROLE OVERVIEW

We are delighted to be recruiting this brand new role here at The Eve Appeal - a role that will be crucial to the development of our major gifts fundraising programme.

As our Executive Assistant - Major Gifts you will work closely with senior staff and Trustees to help us maximise our income from high-value relationships. Your focus will be on gathering content for donor reports, co-ordinating meetings and events, supporting with proposal writing and providing administrative support to our development committee meetings.

Direct fundraising is not envisaged as part of this role, but could be considered for the right candidate or in the future as the role progresses.

This role requires a candidate to be highly organised, confident in speaking with a range of stakeholders and able to work on multiple overlapping projects at any one time.

No formal qualifications are needed for this role, nor is previous charity sector or fundraising experience. What is important are the skills, experiences and potential you bring.

KEY RESPONSIBILITIES (NB this list is not exhaustive)

RELATIONSHIP MANAGEMENT AND COMMUNICATIONS

- Effectively manage relationships internally and with our highly-networked Development Committee and Trustees.
- Work alongside key internal staff to secure up-to-date information on all programmatic activity so we can report back to donors and produce proposals for new areas of work they could fund.
- Ensure all reports sent to high-value supporters are of high standard, on time, and appropriately personalised.
- Work with key staff to develop and deliver compelling presentations and proposals for a range of individuals.

MANAGEMENT AND PLANNING

- Undertake prospect research to drive the philanthropy programme pipeline.
- Co-ordinate diaries and schedule meetings with our high-value donors and key prospects.
- Plan and co-ordinate donor-facing events as required.

FINANCE, SYSTEMS AND ADMINISTRATION

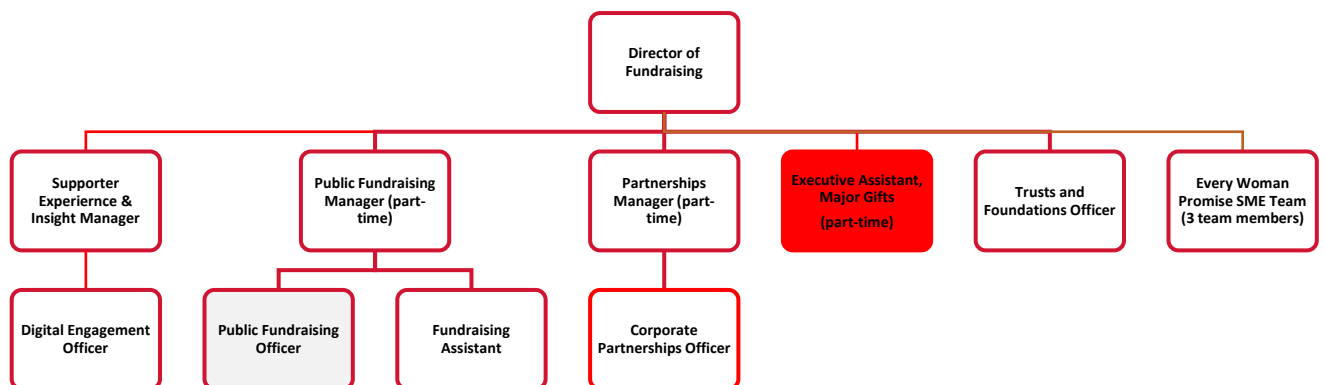
- Ensure the database (we use Raiser's Edge NXT) is kept up to date and accurate for all areas of your work.
- Adhere to wider administrative and project management frameworks internally.
- While the post holder has no direct financial responsibility, they will assist the Director of Fundraising with the monitoring of high-value income and expenditure.
- Keep stewardship and cultivation plans up to date and relevant internal stakeholders informed of key relationships.
- Provide full administrative support to our development committee meetings – this will include booking meeting rooms, sharing agendas and recording key minutes and actions

GENERAL

- Adhere to, and champion, all ways of working within the fundraising team including incorporating a data-led mind-set, a test and learn approach and collaborative working across the team and wider organisation.

- Develop strong working relationship-building across teams.
- Proactively update the Director of Fundraising on progress against plan.
- Attend occasional out-of-hours events on behalf of The Eve Appeal (time off in lieu will be given).
- Share information and best practice openly and productively with the wider team.
- Keep up to date with relevant trends, risks and opportunities in the sector.
- Ensure that the organisation meets all relevant statutory requirements and industry standards in relation to income generation, including, but not confined to, those of the Fundraising Regulator, Information Commissioners Office (ICO) and the Gambling Commission.
- Ensure all communication with external stakeholders is prompt, clear and compelling, this includes the continual testing and honing of all fundraising collateral.

Fundraising team organogram included below for reference:



PERSON SPECIFICATION

We believe the following list of criteria are important for the effective fulfilment of the role. However, if having read the job description you feel you are well suited to this role, yet do not meet the criteria below, we strongly encourage you to apply.

ESSENTIAL:

- Highly organised and with the ability to plan, prioritise and meet concurrent deadlines
- Strong demonstrable interpersonal and relationship building skills with internal and external stakeholders
- Good copywriting skills and ability to distil complex information into easily digestible formats
- Experience of using a database for recording information as well as management reporting
- Ability to work independently and prioritise tasks effectively
- Commitment to equality, diversity and inclusion
- Strong Microsoft Office skills

DESIRABLE:

- Proven ability to produce compelling presentations and reports
- Previous experience of prospect research/new business research

If you have any questions about this role, your suitability for it, or would like a conversation before applying for any reason then please email david.lacey@eveappeal.org.uk and we will get back to you as quickly as possible. We request no contact from agencies at this time.