



JOB TITLE (LOCATION)	ASSISTANT TO FUNDRAISING DIRECTOR (HAMMERSMITH OFFICE)
SALARY AND BAND	BAND 5 £36,778 - £43,973 (INCLUSIVE OF LONDON WEIGHTING)
ANNUAL LEAVE	27 DAYS PLUS 9 BANK HOLIDAYS FOR FULL-TIME HOURS
REPORTS TO	FUNDRAISING DIRECTOR

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 ambition is for Maggie's to be there for everyone with cancer. We currently have 27 centres open across the UK, and our long-term aim is to make sure that Maggie's is available at all 60 NHS cancer sites. We will ensure that nobody living with cancer is unable to access the expert psychological, practical and emotional support they need. We will soon be halfway to achieving this goal with ambitions to carry on growing.

About the Post Holder

You are someone who takes quiet pride in being the person others can rely on - organised, thoughtful and always one step ahead. You bring genuine warmth to your work and understand instinctively that in a charity like Maggie's, how you make people feel matters as much as what you deliver. You are equally comfortable drafting a sensitive piece of donor correspondence, troubleshooting a last-minute travel change, and making a new colleague feel welcome, and you approach all of it with the same care and attention.

You will be motivated by purpose and process. Whether or not you come from a fundraising background, you are curious about fundraising and keen to learn. Crucially, you will be genuinely excited by the scale of Maggie's ambition to reach more people affected by cancer, to open more centres, and to grow the fundraising that makes all of this possible. You will be energised by the idea that your work plays a real part in making that happen.

About the Role

This is a varied and rewarding role at the heart of Maggie's fundraising team, providing high-quality PA and administrative support to the Fundraising Director at an exciting time for the charity. The postholder will play a vital role in enabling the Director to focus on building the donor relationships and fundraising strategy that funds Maggie's life-changing centres. No two days will be quite the same - from coordinating a major donor visit to pulling together a report for an Exec meeting, or simply making sure colleagues have what they need to do their best work.

Maggie's is a charity unlike any other, and this role reflects that. You will be working within a warm team environment with kindness, courage and empathy at our heart. There is real scope to grow your knowledge of professional fundraising, build meaningful relationships across the organisation and with supporters, and to contribute meaningfully to work that genuinely matters.

Key Responsibilities

- Proactively manage the Fundraising Director's diary, anticipating scheduling needs, resolving conflicts before they arise, and ensuring all meetings are well-prepared with relevant materials, agendas and pre-reads in advance.
- Coordinate national (and occasionally international) travel arrangements end-to-end, including flights, accommodation, transport and itineraries, with meticulous attention to detail.
- Act as a trusted first point of contact on behalf of the Fundraising Director – managing the inbox, handling correspondence, fielding enquiries and ensuring timely, warm and professional communication with colleagues and supporters.
- Support the planning and logistics of donor meetings, site visits, team gatherings and involvement in some fundraising events, taking ownership of practical arrangements as required.
- Assist with the preparation of fundraising materials, briefing notes, Powerpoint presentations and donor reports, pulling together research and information to deadline for internal and external meetings.
- Administrative management and organising of meetings, training and other team events including drafting agendas and writing minutes.
- Help maintain fundraising records, income tracking and CRM data, ensuring information is kept up to date and donor communications are logged accurately.
- Contribute positively to the wider team and office environment whether that's helping set up for a meeting, welcoming a donor, or pitching in wherever needed, embodying kindness, courage and empathy.
- Manage expenses, process invoices and handle general administrative tasks efficiently, flagging issues proactively and keeping processes running smoothly in the background.
- Support the Fundraising Director to be aware of latest fundraising news and trends and act as a source of information for fundraising colleagues.
- Act as a key liaison in the absence of the Fundraising Director, managing communications with colleagues and supporters with professionalism and discretion.
- Support with office management tasks such as reviewing and replenishing office stock.

Essential skills and experience

- Demonstrable experience as a PA or EA, or as an administrator with transferable skills, ideally supporting a Director or senior leader in a fast-paced environment.
- A strong understanding of, or genuine interest in, fundraising including individual giving, major donors, trusts and foundations, or corporate partnerships and an appreciation of the role philanthropy plays in organisations like Maggie's.
- Exceptional organisational skills, with a proven ability to manage complex diaries and travel logistics accurately and without being prompted.
- A proactive, self-starting mindset, someone who spots what needs doing and does it, rather than waiting to be asked, and is happy to support the wider team as needed.
- Outstanding attention to detail, particularly around scheduling, written communications and data entry, where small errors can have a real impact.
- Warm interpersonal skills and strong social awareness, with the ability to build genuine relationships with colleagues, donors and supporters at all levels, and a natural sensitivity to the emotional context of working within a cancer charity.
- Excellent written and verbal communication skills, able to draft correspondence and materials that are clear, professional and reflect Maggie's voice.
- Comfortable working in a collaborative culture and genuinely motivated by being part of a team that is driven by purpose and care.
- Ability to work under pressure and deal calmly with unexpected situations or changes of plan.
- High level of discretion and confidentiality when handling sensitive donor and organisational information.
- Proficiency in Microsoft Office (particularly Outlook, Word, PowerPoint and Excel) and ideally familiarity with a fundraising CRM system.
- Willingness to undertake occasional travel and occasionally work beyond regular office hours.
- Educated to degree level or equivalent professional experience in a related field.