

EA to the CEO/Supporter Services Executive

Hours: 35 Per Week

Location: London N3

Accountable to: Chief Executive

Salary: £30,000 - £35,000

Functional Links with: All MDA UK staff; volunteers and Board members; staff from the voluntary and private sector; individual donors; members of the public and MDA Israel

Main Duties and responsibilities:

- To provide secretarial and administrative support to the Chief Executive and senior leadership team as required
- To provide stewardship to major donors, including overseas meetings, missions and dedications
- To manage the administrative side of the Celebratory Scheme, including sending of certificates to donors as required and the e-card programme
- To provide administration and care to Major Donors following their dedications - management of critical path (travel / dedication ceremonies / photos and certificates)
- To coordinate the logistics for Treks and Missions to overseas working alongside the fundraising team
- To assist in developing and delivering new fundraising programmes
- To maintain and update directory of key contacts, including; staff/Board Members; major donors and suppliers
- To provide additional fundraising support as required
- To work as an integral member of the MDA UK Team, supporting and assisting other members of the team and providing admin support as necessary
- To ensure that the organisation's donors receive appropriate donor care
- To report to the Chief Executive regularly on progress, highlighting any potential deviations from original plans
- To conduct end of Project reviews to identify learning opportunities and to share best practice
- To have the ability to work flexibly including out of hours working
- To be prepared to undertake UK and overseas travel as required
- To develop positive relationships with MDA UK staff, Board members and other key leaders in the community as appropriate
- To attend all staff Team meetings and training sessions unless given prior exemption by your line manager
- To be willing to undertake training identified by self or management as appropriate

Knowledge in practice:

- To keep abreast of new developments, legislation and best practice affecting fundraising
- To ensure all fundraising activity is complainant with relevant legislation and conforms to relevant professional bodies and external regulators
- To keep up to date with the Data Protection Act, and ensure adherence at all times
- To comply with the charity's policies
- To carry out other duties as required in line with your skills and experience