



**Title:** Office Administrator

**Hours:** 35 Per Week

**Location:** London N3

**Accountable to:** Supporter Services Manager

**Salary:** £22,500 - 25,000 DOE

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

**Main Duties and responsibilities:**

- To manage the day to day running of the office
- To provide administrative support to the team in booking travel and accommodation & couriers
- To ensure all stationery items are in stock
- To manage the stock of promotional merchandise, ensure storage room is in order at all times
- To maintain and update the Raiser's Edge (CRM) including inputting donations and Gift Aid declarations
- To handle all payments and donations received either by post or over the telephone and collate these for the Data team
- To assist where necessary in the banking of cash and cheques and the processing of credit card payments
- To assist with the preparation, organisation and delivery of fundraising appeals, including managing the post during peak times and posting thank you letters
- To support Data & Fundraising teams in Certificates preparation
- To assist Data & Accounts with pledges follow up and issuing invoices
- To provide support in the running of Dinners/Committees and Other Events
- To have the ability to work flexibly including out of hours working
- To be prepared to undertake UK travel as required
- To ensure that the organisation's donors receive appropriate donor care
- To provide additional fundraising support as directed
- 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 develop positive relationships with MDA UK staff, Board members and other key leaders in the community as appropriate

**Knowledge in practice:**

- 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
- To keep abreast of new developments, legislation and best practice affecting Fundraising/Ops/Data teams
- To ensure all activity is compliant 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

**Person Specification**

Excellent interpersonal and relationship building skills  
Demonstrative high level of computer and database management skills  
Excellent verbal and written communication skills  
Excellent numerical skills

To apply for this role, please send your CV to [michellesmith@mdauk.org](mailto:michellesmith@mdauk.org) by Friday 27th January, although interviews will be arranged as and when applications are received.