

JOB DESCRIPTION: Fundraising Executive Assistant (full-time)

Salary:	Commensurate with experience
Reporting to:	General Director
Based:	London
Hours of work:	Standard office hours are 9:30 - 17:30 (with some flexibility possible) Monday to Friday, though the nature of the role requires some availability outside these hours, including attendance at events during evenings and weekends (time off in lieu will be given as we do not pay overtime)
Holiday:	25 days per year plus 8 public holidays
Notice period:	Three months after an initial one-year probationary period, during which the notice period is one month on either side
Pension:	The Company currently contributes 3% to an auto-enrolment pension
Other key relationships:	Existing and potential supporters, Partnerships & Events Manager, Finance & Administration Manager

The Fundraising Executive Assistant is a key member of our dedicated and highly motivated team and will be responsible for a wide range of tasks to provide direct support to our General Director from within the office.

Key Areas of activity will include supporting the General Director in:

EXECUTIVE ASSISTANCE

- Keeping the General Director's diary up-to-date and accurate

FUNDRAISING ASSISTANCE

- Supporting the General Director and Partnerships & Events Manager to manage individual relationships with current and prospective donors, arranging cultivation meetings and ensuring outstanding stewardship at all times, from first approach to appropriate acknowledgment on all our channels
- Administering the existing membership schemes including renewal reminders, gift processing and gift acknowledgement; encouraging recruitment to the schemes, maximising retention and securing increased donations whenever possible e.g. through upgrades and Gift Aid. Taking responsibility for the prompt and accurate recording of activity on agreed systems, including Raiser's Edge (RE), to ensure relationships are well tracked and managed, and that systems remain effective and efficient
- Updating the website with any changes to our membership scheme
- Developing our supporters' membership database: researching existing and potential supporters, identifying donor profiles in order to keep our fundraising strategy, communication and literature relevant
- Liaising with venues to purchase tickets for concerts for our supporters and VIP guests
- Recording RSVPs to concerts and keeping guest lists up to date; recording attendees on RE

- Ensuring appropriate members are invited to events, in liaison with the Partnerships & Events Manager
- Keeping abreast of good practice in fundraising in the arts sectors along with funding initiatives and government policies and changes

LIBRARIAN ASSISTANCE

- Working with the music librarian to ensure scores are requested from and sent to storage in a timely fashion
- Assisting with music library management
- Assisting with acquiring scores and cataloguing
- Assisting with copying and distributing music to performers

GENERAL ASSISTANCE

- Maintaining accurate and up to date records on the contact database (Backstage)
- Providing assistance to the Finance & Administration Manager, as required
- Other duties as reasonably required

ABOUT YOU

ESSENTIAL

The successful applicant will have the following qualities / experience:

- Experience within a high-profile, demanding professional environment
- Experience with working with high-net-worth individuals/ high-profile clients
- Excellent interpersonal and administrative skills
- Meticulous attention to detail
- Highly organised, efficient and a problem solver
- Facility with digital office technology, platforms and databases
- Excellent English (written & spoken), with a clear, persuasive writing style
- Excellent time and task management skills
- The ability to work in a dynamic, fast-paced environment, to deadlines
- A bright and pleasant disposition, with a good attitude and self-motivated
- Willingness and ability to work flexible hours as necessary

DESIRABLE

- Experience of working within a professional arts organisation
- A working knowledge of Raiser's Edge
- An understanding of fundraising
- A keen interest in classical music
- Foreign languages

The Job Description is a guide to the nature of the work required of the role. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder by the General Director, if required.