

**JOB DESCRIPTION: Fundraising Executive Assistant (full-time)**

Starting salary:	Competitive, according to experience
Reporting to:	General Director
Based:	London (although we are primarily a touring company - 90% of our concerts take place abroad - most of our rehearsals take place in London and this role does not require touring)
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 occasional 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
Auto Enrolment Pension:	The Company currently contributes up to 10% (subject to scheme rules)
Other benefits:	Annual employee leisure travel insurance
Other key relationships:	Existing and potential supporters, senior industry contacts, the wider MCO team

**The Fundraising Executive Assistant is a key member of our dedicated and highly motivated team. The successful candidate will assist with the stewardship of current and potential donors, administer our supporter membership scheme and will draft trust and foundation applications to ensure the charity raises the necessary funds to realise the ambitions and long-term goals of our three world-class ensembles. Additionally, they will provide direct support to our General Director.**

Key Areas of activity will include:

**SUPPORTERS ASSISTANCE**

- Supporting the General Director to manage individual relationships with current and prospective donors in London and around the world, 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
- 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 internationally to secure tickets for concerts for our supporters and VIP guests
- Coordinating ticketing requirements for both touring and self-promoted concerts, including recording RSVPs to concerts and keeping guest lists up to date

- Ensuring appropriate members are invited to events
- Proactively encouraging and facilitating the payment of cash and other donations.

## **TRUSTS & FOUNDATIONS**

- Researching and drafting persuasive and engaging applications and proposals to trusts and foundations, other grant-giving bodies and corporates to secure support for MCO's project and core activities
- Managing the administration of grants and any sponsorship agreements, stewarding relationships with existing supporters to pro-actively identify, devise and deliver suitable activity to ensure mutually beneficial, fruitful and sustainable long-term relationships

## **GENERAL ASSISTANCE**

- Ensuring the General Director's diary is up-to-date, and providing other assistance, as may be required
- Providing assistance to the Finance & Administration Manager, as may be required
- Other duties as reasonably required

## **ABOUT YOU**

### **ESSENTIAL**

The successful applicant will have the following qualities / experience:

- Educated to degree level
- 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
- Proficient with CRM database management
- Excellent English (written & spoken), with a clear, persuasive writing style
- Excellent time and task management skills
- The ability to thrive in a dynamic, fast-paced environment, to deadlines
- A team worker of bright and pleasant disposition, with endless energy and motivation
- Willingness and ability to work flexible hours as necessary

### **DESIRABLE**

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

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.