

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

Salary:	Commensurate with experience
Reporting to:	General Director
Based:	London
Hours of work:	Office hours are 10:00 - 18:00 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 six-month 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:	Supporters, Board, US Friends, and the rest of the team

**The Fundraising Executive Assistant is a newly created role within our small, highly efficient and result-driven core team of ten. Working in close collaboration with the General Director, the successful candidate will be dedicated to supporting her, with a particular focus on assisting with fundraising and strategic development, to ensure the Charity raises the necessary funds to realise the ambitions and long-term goals of our three world-class ensembles.**

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

Maintaining the interest and support of existing donors and recruiting new individual donors through:

- Managing 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
- Developing our supporters' membership database: researching existing and potential supporters, identifying donor profiles in order to keep our fundraising strategy relevant
- Developing the membership scheme and all relative literature to reflect our donor profile
- Identifying opportunities to service and cultivate supporter relationships and on planning and delivering suitable events in conjunction with our concerts diary
- Liaising with our Board of Directors and US Friends on the recruitment of potential new supporters
- Developing and promoting our legacy giving scheme

Securing funding from grant-giving organisations, contributing to the overall budgeted income targets and organisational strategic goals through:

- Researching T&Fs to identify new partners for MCO's activity, including the Monteverdi Apprentice Programme, the Monteverdi Arts Management Training Programme, the Apprentice Conductor scheme and any other education work
- Researching opportunities and drafting applications for funding
- Managing the administration of grants

Securing funding partnerships with corporations, contributing to the overall budgeted income targets and organisational strategic goals through:

- Putting together persuasive and engaging proposals and applications to Corporate sponsors, stewarding these relationships throughout their terms including writing evaluations and crediting supporters
- Pro-actively engaging with our current sponsors to identify, devise and deliver suitable activity to ensure mutually-beneficial, fruitful and sustainable long-term relationships

Other

- Creating and updating fundraising literature with regards to all MCO's activities. Ensuring that the fundraising messaging is clear and attractive to prospective donors both in print and on the website and reflects the current branding and message
- Circulating information concerning MCO's upcoming engagements and fundraising initiatives to the Board and other stakeholders
- Keeping abreast of good practice in major gifts fundraising in the arts sectors along with funding initiatives and government policies and changes

## **ABOUT YOU**

### **ESSENTIAL**

The successful applicant will have the following qualities / experience:

- At least three years' experience within a high-profile, demanding professional environment
- Experience with working with high net worth individuals/ high profile clients
- Excellent interpersonal and administrative skills
- Highly organised, efficient and a problem solver
- Facility with standard office technology and platforms
- 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**

- An understanding of fundraising practices and principles
- Experience of working within an arts organisation
- A keen interest in classical music
- Foreign languages (German, French or Spanish)

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.