

JOB PROFILE: EXECUTIVE ASSISTANT

Role:	EA to Director Fundraising	Date profile last reviewed:	January 2025
Name:		Reports to:	Director Fundraising (DFR)

MAIN SUMMARY OF ROLE:

To provide confidential, secretarial and business support to the Director Fundraising through the management and delivery of administrative and executive services. This will include support for Trustee committees, facilitating Directorate performance reporting, general administrative duties specific to assisting the Director role and supporting the directorate HoDs as appropriate. Take responsibly and ownership of office organisation, project management, deadline compliance, and important documents and files.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- To assist with prioritising the Director's workload so that all tasks are carried out promptly in order to meet given deadlines.
- Proactively manage the Director's diary so that all tasks are carried out with strong awareness and recall, work efficiently to deadlines and push projects to completion, demonstrating initiative and sound decision making.
- Appropriately manage and action correspondence and telephone calls relating to the day-to-day responsibilities of the Director, acting as a point of contact for enquiries to DFR.
- Ensure timely and accurate transmission of information which directly/ indirectly affects the DFR's ability to effectively discharge their role.
- To support DFR performance reporting, including management accounts and one-pagers, as well as, the annual business planning cycle and servicing Trustee committees, including supporting HoDs to achieve directorate level tasks/priorities.
- Organise annual Trading Company and quarterly Fundraising, Comms and Engagement Committee, and other meetings including preparing agendas, taking minutes, circulating action notes and monitoring the execution of agreed actions.
- Collate, proofread and distribute papers and reports for submission to the Board of Trustees, Committees, Management Board and Executive Leadership Team as required by the Director.
- Support the administration of key projects and events that the Director, and Fundraising Heads of Department, are responsible for to ensure that activities are completed as scheduled and issues are identified and escalated promptly.
- When required, to provide support to the different teams in the FCE directorate, such as:
 - Providing administrative support to Head of Departments to help maximise their time and help drive the fundraising goals forward.
 - Support the Head of Events to explore new opportunities and where necessary organise

- specific events
 - Support the Major Giving Team with organising and administering the stewardship plan to further the High Value Stewardship Strategy.
- To carry out any other duties that is within the scope of the job as requested by the Director Fundraising including:
 - Organise monthly inductions for new starters with DFR
 - Management of credit card/ personal expenses
 - Maintaining distributions lists including Impact Reports and Christmas cards
- Provide support and cover to other EAs as required.

COMPETENCIES REQUIRED FOR THE ROLE	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Planning and organising • Relating and networking • Persuading and influencing • Deciding and initiating action • Writing and reporting • Coping with pressures and set-backs • Adapting and responding to change 	<ul style="list-style-type: none"> • Adapting and responding to change • Learning and researching • Analysing • Delivering results and meeting customer expectations • Working with people • Innovative and problem-solving
QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE	
Academic or Professional Qualifications (or equivalent):	
<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> • Qualified by experience 	<p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none"> • Professional body qualification
Knowledge/ Experience:	
<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> • Proven ability as an Executive Assistant or Personal Assistant to a senior executive • Administrative experience • Experience of working in a team • Stakeholder engagement and management 	<p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none"> • Minute taking • Experience of working in a charity or military or civil service environment
Skills/Abilities:	
<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> • IT literate: Microsoft Suite and minute taking • Able to set deadlines and work to them • Interpersonal skills • Proactive, positive and creative attitude to problem solving • Ability to positively influence stakeholders at all levels • Strong communication skills 	<p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none"> • Good written and verbal communications skills • Creates personal credibility

Other Requirements:

- Occasional evening and weekend work in support of events
- To carry out any other duties that is within the scope of the job as requested by the Director Fundraising

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: