

Executive Assistant to the Managing Director

Reporting to:	Managing Director – Fundraising, Marketing & Communications
Line Management:	None
Location:	Primarily remote working with the option, and some expectation, of work from the office based in Borough, London
Working Pattern:	Full time, 35 hours per week
Right to work in the UK:	Essential
Salary Level:	£23,750 per annum

OVERVIEW OF THE ROLE

The purpose of this role is to provide administrative support for all aspects of the role of the Managing Director – Fundraising, Marketing & Communications.

KEY TASKS

COMMUNICATIONS, CO-ORDINATION, AND PLANNING

- Manage the inbox of the Managing Director, ensuring response is in a timely manner to all internal and external communications to ensure we are operating a timely and efficient ‘office’.
- Triage and draft email responses – understanding and representing well the ‘voice’ of the Managing Director.
- Manage the Managing Director’s correspondence and communications with key supporters, donors, celebrities and major donors and ensure they are recorded on database.
- In conjunction with the staff team, proactively prompt and coordinate the cultivation of the Managing Director’s relationships with donors and key stakeholders both internal and external.
- Manage the diary of the Managing Director and ensure the right people are met in the right order at the right time with the right information.
- Prepare drafts, research, meeting and event briefs, letters and other documents for the Managing Director, including confidential and sensitive information as required.
- Coordinate appropriate follow-up to meetings and fundraising opportunities from individuals, companies, trusts and other relevant sources. Update members of the staff team on relevant meetings and actions.
- Manage the travel arrangements of the Managing Director.
- Prepare presentations for multiple audiences including donors and supporters, trustees, senior stakeholders, global and UK board meetings and board committees.
- Prepare and circulate relevant papers and perform the duties of administrator to the Fundraising and Marketing Committee of the Board of Trustees, including arranging meetings, preparing papers and taking minutes.
- Support the Managing Director in her role as Global Corporate Lead, proactively ensure internal meetings with Global team members are arranged and minutes taken where appropriate.
- Provide briefings for the Managing Director in advance of important meetings and events, liaising with different members of the staff team as appropriate.
- Work across the team to ensure that the Managing Director is available and involved appropriately to ensure the team can move forward, get feedback, decisions and support in the delivery of their objectives and plans.

- Proactively improve existing systems and processes if necessary, to assist in creating an efficient and effective working environment and team.

Person Specification

Abilities	Required
Able to work with senior level stakeholders and arrange important large meetings, juggling diaries and appointments, providing administrative support, managing correspondence	Essential
Extraordinary organisational skills and the ability to prioritise with attention to detail and maintain accuracy under pressure	Essential
Able to work in a confidential environment, working sensitively	Essential
Competent in Word, Excel, PowerPoint, Outlook	Essential
Ability to represent the organisation in a professional manner	Essential
Working with fundraising database or CRM equivalent	Desirable
Experience of working in a charity or not-for-profit team	Desirable

Personal qualities	Required
Confident, articulate and a quick learner	Essential
Respectful of confidentiality and sensitive information	Essential
Flexible	Essential
Problem solver	Essential
Calm under pressure, able to juggle multiple deadlines and multiple projects simultaneously	Essential
Highly organised and accurate – high attention to detail	Essential
Strong customer care ethos	Essential
Excellent communicator, written and oral	Essential
Strong team player, who can effortlessly work across a multi-disciplinary team	Essential
An interest in the work of Women for Women International	Essential
An interest in fundraising, marketing, communications and branding	Desirable

Diversity at Women for Women International is about inclusion, embracing differences, creating possibilities and growing together for better performance. We embrace diversity in our workforce. This means giving full and fair consideration to all applicants and continuing development of all employees regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation,



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marriage and civil partnership, political opinions, and pregnancy and maternity. Applications are welcomed and encouraged from all interested parties