



Mission Housing

## **Executive Assistant and Fundraising Officer**

(Part time – 15 hours/week)

**Closing date – Thursday 8 March 2018.**

We are seeking a self-motivated Executive Assistant and Fundraising Officer to support the Chief Executive in the implementation of our Strategic Business Plan and Fundraising and Communications Strategy.

The role is part time (15hrs/week initially) and it is anticipated that the role might appeal to somebody who may wish to combine this role with other commitments.

A key element of the role is help the CEO build strong relationships with individual funders, churches and charitable trusts, as well as with those people who apply to us to benefit from our housing services.

### **Main Responsibilities**

- To effectively help the Chief Executive to manage his time, including prioritising and scheduling work load, providing administrative support as required.
- To support the Chief Executive by preparing written and/or verbal reports, briefings or presentations and undertake research, gather data and draft material to support communications from the CEO.

- To use the Salesforce management system to look after all new and ongoing fundraising initiatives and relationships.
- To set up internal and external meetings as required and ensure the smooth running of these by setting dates, preparing agendas and papers, ensuring papers go out in good time, taking accurate notes and being proactive in following up actions arising.
- To use wise judgement to filter calls for the Chief Executive as far as possible and to take or decide on appropriate action.
- In keeping with an EA role and responsibilities, the post holder is required to maintain and observe an appropriate level of confidentiality at all times.
- To support the Chief Executive in the implementation of the Fundraising and Communications Strategy in line with the Strategic Business Plan.
- Be responsible for identifying and communicating our fundraising needs, including helping to produce cases for support, impact reports and communications/marketing materials.
- Be responsible for the fundraising targets and cost budget, ensuring resources are used in the most effective way.
- Ensure we comply with the fundraising standards and best practice.
- Undertake other projects and tasks as appropriate.

[www.missionhousing.org.uk](http://www.missionhousing.org.uk)

## The Ideal Candidate

- Experience of supporting a senior manager as a Secretary, PA or Executive Assistant
  - Experience of donor relationship management and strategic planning
  - Experience of fundraising and a track record of building relationships and securing major gifts
  - Strong interpersonal skills
  - Excellent communications skills, written and oral.
  - Able to identify problems and opportunities, shape solutions, successfully implement, with colleagues and stakeholders on board.
  - Dynamic individual with a proactive approach
  - Highly organised, self-motivated and focused
  - Some flexibility, including willingness to work outside normal office hours occasionally
  - Supportive of the aims Mission Housing and the growth of the church in London
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## Mission Housing

### Additional information

### Executive Assistant and Fundraising Officer

**Conditions of employment:** In the light of legislation [Section 8 Asylum and Immigration Act, January 1997], as a condition of being able to commence employment with Mission Housing, the successful candidate will be required to provide documentation to prove that they are able to work in the UK. Such documents will include one or more of the following, as appropriate:

- National Insurance number
- Birth certificate or British passport
- Certificate of registration, or naturalisation as a British citizen
- Passport or document evidencing citizenship of an EEA country

**Probation:** The appointment is subject to a probation period of 3 months

**Salary:** Starting salary £8,385, plus 5% pension contribution after 6 months.

**Hours of work:** 15 hours per week, excluding half-hour break for lunch. The office is open Monday – Friday 10.00am to 4.00pm but closed on Wednesdays and weekends. Working days and times to be agreed with the CEO. Time off will be given for work outside the standard hours. Overtime is not usually payable.

**How to submit your application:** Please submit your CV and covering letter/ personal statement by 8<sup>th</sup> March 2018 to Jim Gilbourne, Chief Executive [jim@missionhousing.org.uk](mailto:jim@missionhousing.org.uk)

If you would like to speak to Jim about the role, please call 0208 318 4432 or 07888 997117.

Mission Housing is the operating name of Mission Housing Association Ltd. Member of the National Housing Federation and the Evangelical Alliance. Registered as an Industrial and Provident Society with Charitable Status No. 17128R

Registered Office: 8 Belmont Hill London SE13 5BD