

Think
new things
Make
new connections

Executive Team Administrative Assistant (fundraising)

Full Time (5 days per week, 36.5 hours per week)

The Organisation

For sixty years the Ditchley Foundation has brought influential and expert people together to help redefine and renew our society, democracy and alliances. More information about the Foundation and its home Ditchley Park can be found at www.ditchley.com.

Job Description

Under the direction and line management of the Major Events and Projects Lead, the Executive Team Administrative Assistant (fundraising) will assist with the daily administration tasks necessary to support the running of Ditchley ad hoc events, held at Ditchley Park and elsewhere. The postholder will be expected to play a significant role supporting the Major Events and Project Lead in the delivery of the two flagship summer events, the Annual Lecture and Festival of Ideas.

The postholder will also support the fundraising team with a range of functions including the recording of gifts with the organisations CRM, researching potential donors and assisting with the preparation of materials for meetings and other fundraising events.

The postholder will also be required to assist the Executive Team with general administration support.

Event duties will include, ***in close liaison with the Major Events and Projects Lead:***

- Detailed administration for events through the Ditchley database, Raisers Edge, and ensuring accurate information on all data entry, including contact details, travel details, bedroom allocation etc.
- Preparing documentation for events, including research to produce biographies and photographs of guests for internal use by the Ditchley Executive Team.
- Preparing event materials such as badges, place names and menu cards.
- Ordering newspapers and identifying and fulfilling other requests, e.g. Pianist.
- Checking bedrooms are guest-ready.
- Team member assisting with the greeting and registration of guests at events both at Ditchley and elsewhere.

Ditchley Park, Enstone, Chipping Norton, Oxfordshire OX7 4ER

T +44 (0)1608 677346 **E** info@ditchley.com **W** ditchley.com

Registered office: Ditchley Park, Enstone, Chipping Norton, Oxfordshire OX7 4ER
Registered No. 599389. Registered in England as a company limited by guarantee. Charity Registration No. 309657

DITCHLEY

Additionally, alongside or in the absence of the Major Events and Projects Lead, to:

- Be the point of contact for guests during events, and act as liaison between guests and the operational teams (kitchen, waiting staff, porters and Caretaker).
- As some events take place over evenings and weekends, the post holder must be prepared to work outside of normal office hours to support the Executive Team during events. This will be by prior arrangement and the postholder will be entitled to time off in lieu for additional hours worked.

Fundraising campaign support functions may include:

- Recording and updating donor information, including gifts, pledges and legacies on the organisation's CRM.
- Under the direction of the Ditchley Development Lead undertake research into prospects and donors.
- Preparing prospect and donor reports as necessary.
- Supporting the Ditchley Development Lead and Accountant in the production of Gift Aid reports.

Other duties will include:

- General administrative tasks, such as telephone and intercom/door duty, filing, organising tea and coffee for meetings, and creating/maintaining Word and Excel documents to support the team.

Person Specification

- Confidentiality will be key
- Confident and customer-focused
- Flexible, adaptable and with an enthusiasm for learning new skills
- A proactive can-do attitude will be of importance
- Good verbal and written communication skills
- Experience with event administration / organisation
- A willingness to undertake repetitive tasks involving close attention to detail
- Excellent time management and the ability to prioritise
- Computer literate: competence with the Office suite of applications and tools including Word, Excel, Publisher, Outlook
- Experience of Raiser's Edge CRM desirable
- Willingness and ability to master new software such as Raisers Edge and Microsoft Teams is essential

- Access to independent means of transport will be essential due to the rural location of the business

Applications should be sent in writing to Katie Williams, Major Events and Projects Lead, either by email to: katie@ditchley.com, or in writing to The Ditchley Foundation, Ditchley Park, Enstone, Chipping Norton, OX7 4ER, and should include a current CV with a covering letter.

The deadline for receiving applications is Friday 14th February 2020.