

Executive Assistant to the CEO

Sector: **Not for profit**

Hours: **Part Time - 4 days a week**

Salary: **£40-£45,000 (commensurate on experience)**

Location: **Hybrid working (Office based in NW London)**

Closing date to apply Sunday 5th March

ORT UK has grown significantly in the past two years and we are seeking an Executive Assistant to work directly with the CEO to support the growth of our fundraising portfolio and the ORT JUMP programmes we deliver in the UK.

This is a blended role, providing proactive and high-quality professional support to the CEO, as well as playing a key function supporting the delivery of major donor fundraising activity, acting as a contact point with some of our most generous supporters to ensure they feel connected to our charity and understand how their contribution makes a difference.

The role requires thinking ahead and anticipating solutions that will help the CEO and wider ORT UK team to work as efficiently and successfully as possible. Understanding priorities and projects relating to the work is important, as well as dealing and working with sometimes competing and conflicting deadlines, within a fast-paced environment.

JOB OVERVIEW / MAIN DUTIES

Executive Assistant

A key priority of the role is to provide strong administrative support and assistance to the CEO, ensuring the smooth management of their day-to-day commitments and develop an understanding of what the most effective use of their time will be. The role requires attention to detail, exceptional organisational skills, flexible and independent working as well as the ability to juggle multiple time sensitive requests.

Fundraising

The second part of the role is to work collaboratively with the CEO to ensure ORT UK deliver a high-quality fundraising programme for our donors through effective event organisation, communications, and administration.

You will support the CEO in the organization of at least two major fundraising events throughout the year; ensuring robust processes and timelines are in place and leading on all administrative tasks.

Ideal Candidate Profile

The ideal candidate should be effective at decision making, should be able to demonstrate a high level of integrity and discretion in handling confidential information as well as professionalism in dealing with trustees, donors, and external stakeholders.

We are seeking a candidate who thrives in having diversity in their work, in the knowledge that the breadth of the workload will be seasonal, dependant on the various projects and activities taking place throughout the year.

RESPONSIBILITIES, INCLUDE BUT NOT LIMITED TO:

Executive Assistant

- Diary management, including scheduling, tracking any key calendar events, handling incoming enquiries and process and prioritise as appropriate
- Regularly reviewing the CEO's emails, forwarding, and bringing to the attention of others as appropriate, and replying to emails on their behalf where applicable
- Gatekeeping by screening documents and information that require the attention of the CEO, as well as proofreading as appropriate
- Coordinate Trustee meetings, preparing and distributing the board pack and other meeting agendas and papers
- Attending meetings as required, record and circulate action points/minutes, tracking any follow up as needed

Fundraising:

- Manage the successful implementation of ORT UK's event portfolio; ensuring detailed budgets, plans, timelines and KPI's are in place for all activities, and overseeing the management of third-party suppliers
- Maintain accurate and up-to-date records of all activity expenditure and income, with accurate data capture on events attendees and participants
- Carry out administrative and operational tasks as required, drafting correspondence, and assisting in making fundraising practices more organised and efficient, such as maintaining the database, electronic filing, and outlook contacts
- Assist with the development of concept notes, expressions of interest and proposals; preparing verbal and written presentations as required
- Work alongside the CEO and Board of Trustees, assisting with the stewardship and cultivation of existing and new donors, to raise substantial funds required to fund World ORT projects and ORT UK JUMP programmes

Essential Skills:

- Ability to manage a complex diary and provide high quality administrative support, including excellent organisational and time management skills
- Ability to multi-task and prioritise, work at pace, and use own initiative
- Excellent stakeholder management and communication skills (verbally and in writing)
- Ability to develop relationships with a wide range of different people including at board level, including quickly understanding complex working arrangements, and determining how to respond to these in support of senior colleagues
- Be able to handle sensitive and confidential information appropriately, excellent problem-solving skills and proactive attitude, empathy and interest in fundraising and supporter engagement to further the aims of ORT UK

This role will involve working out of hours and may involve international travel

ORT Overview

ORT UK is the UK arm of World ORT. ORT has been transforming lives through training and education since 1880. From focusing on teaching 19th century Jews essential trades and professions, we have evolved to provide valuable learning skills and competencies that empower individuals and strengthen communities and Jewish life worldwide.

The ORT network reaches more than 200,000 people a year in schools, universities, and training programs, in more than 30 countries. We bridge the gap between ability and opportunity by providing the best education for our students and communities.

For more information or to apply, please send a short cover letter explaining why you are compatible for this role along with a copy of your CV to recruit@ort.org by Sunday 5th March.