



Title:	Executive Assistant to the CEO and Supporter Services Manager
Office Hours:	Full time - office based & possibility of one day WFH (additional hours required during busy periods)
Location:	North-West London
Accountable to:	Chief Executive
Accountable for:	Supporter Services Executive
Salary:	£40,000-£45,000 pa DOE
Functional Links with:	All MDA UK staff; volunteers & trustees; staff from the voluntary and private sector; individual donors; members of the public and MDA Israel

About Us:

Magen David Adom UK was established primarily to support Magen David Adom in Israel, Israel's only National Blood and Medical Emergency Service, saving the lives across all communities in Israel. We also give aid to other equivalent organisations around the world, providing urgent medical care to civilians irrespective of their nationality, religion, ethnic origin, age, disability, sexual orientation or political affiliation.

We are a small, dedicated team deeply committed to the cause, striving each day not only to excel in our roles, but to consciously save lives through the work we do.

About the Role:

Executive Support

- Providing secretarial and administrative support to the Chief Executive and senior leadership team as required.
- Handling highly sensitive and confidential information with utmost discretion and professionalism.
- Attending meetings, preparing agendas, and taking accurate minutes to ensure effective follow-up and documentation.

Donor Stewardship

- Stewardship of major donors, including overseas meetings, missions, and dedications.
- Ensure effective communication of major donor actions and information throughout the team and donors receive the appropriate donor care.
- Administering and caring for major donors in respect of their dedications of vehicles and capital projects in Israel, including critical path management (travel/dedication ceremonies/photos/certificates and wording for recognition plaques).

Office Management

- Facilitate the smooth and effective day to day running of the MDA UK Office.
- Managing the Supporter Services Executive, including conducting regular meetings and appraisals, and monitoring and adapting workloads.
- Monitoring and ensuring the proper execution of the Celebratory Scheme by the Supporter Services Executive.



Logistics Coordination

- Managing complex travel itineraries including flights, hotels and airport transfers for the CEO and other stakeholders.
- Coordinating logistics for UK (and some overseas) events as well as overseas treks and missions in collaboration with the fundraising team, ensuring seamless execution and attention to detail.
- Assisting in the development and delivery of new fundraising programs.

Database Management

- Acting as the central point of contact for database-related queries and updates, ensuring all teams are informed and equipped.
- Maintaining and updating the directory of key contacts, including staff/Board Members, major donors, and suppliers.
- Providing additional fundraising support as required.

Team Collaboration

- Working as an integral member of the MDA UK Team, providing admin support as necessary.
- Regular reporting to the Chief Executive on progress and potential deviations from original plans.
- Conducting end-of-project reviews to identify learning opportunities and share best practices.
- Flexibility to work outside regular hours and undertake UK and overseas travel as required.
- Developing positive relationships with MDA UK staff, trustees, and key community leaders.
- Attending all staff team meetings and training sessions unless exempted by the line manager.
- Willingness to undertake appropriate training identified by self or management.

About You:

- This is a senior role with Magen David Adom UK and part of the Senior Leadership Team, requiring a willingness to contribute to strategic thinking and help shape the organisation's direction.
- Highly organised and proactive with a calm and solutions focused approach.
- Exceptional communicator and relationship-builder, especially with high level stakeholders and donors.
- Detail orientated with strong project and database management capabilities.
- Flexible and committed with a willingness to travel and support out of hours activities.
- Passionate about supporting leadership and contributing to a mission-driven organisation.
- Collaborative team player with emotional intelligence and a positive attitude.
- Thrives working in a fast-paced dynamic environment.