



PHILANTHROPY ADMIN ASSISTANT

Part-Time: 25 hrs

Salary Band: £16,000 to £18,000 per annum

JOB PURPOSE:

In this role, you will support the Foundation's Philanthropy Team by providing administration assistance, managing donor relations and processing grants. This work aligns with Foundation's strategic aim to support the Voluntary, Community and Cultural Sector in Milton Keynes.

You will collaborate with the finance team to ensure that donations are processed efficiently and accurately, assist with donor communications and engagement, and support donor stewardship. You will be responsible for maintaining accurate records, conduct due diligence checks, track the impact of grants, and report to donors and stakeholders.

REPORTING TO:

Philanthropy Manager

PERSON SPECIFICATION

Essential

- Previous experience in an administrative role
- Strong written and verbal communication skills
- Strong organisational skills with the ability to manage multiple tasks and meet deadlines
- Competent in the use of Microsoft Office and database systems
- Knowledge of GDPR and data management principals
- Strong people skills with the ability to work with donors, stakeholders, and colleagues at all levels
- Ability to work independently and as part of a team

Desirable

- Knowledge of the voluntary, community and cultural section in Milton Keynes
- Experience in producing reports and tracking project outcomes
- Experience in grant making or charity sectors
- Experience working with donor databases and CRM systems e.g. Salesforce

JOB DESCRIPTION:

Administrative support for MK Community Foundation's grant programmes:

- Uploading grant applications
- Due diligence / governance checks
- Allocating applications to Philanthropy Managers
- Arranging grant panel meetings

- Producing and distributing grant panel packs
- Taking minutes at meetings
- Uploading grant panel outcomes on Salesforce
- Informing applicants of grant panel outcomes
- Recording fund allocations and arranging grant payments
- Sending reminders for impact monitoring

Donor Management:

- Processing donations
- Monthly reconciliation with Finance team
- Producing and sending thank you letters

Database Management:

- Maintaining the donor database with accurate information
- Ensuring data is collected and stored confidentiality in line with organisational policies and GDPR

Philanthropy Team Administration:

- Scheduling meetings, preparing agendas, and taking meeting minutes
- Handling incoming calls, emails, and correspondence relating to philanthropic activities.

To undertake any other duties, as required to support the Philanthropy Team

If you are interested in this position, please send your CV and covering letter to Janet Stanford

Email: Janet.Stanford@MKCommunityfoundation.co.uk by 5pm Friday 23rd May 2025