



Tzedek
152 West End Lane
London, NW6 1SD

info@tzedek.org.uk
020 7443 5121

Fundraising Manager **Job Description and Person Specification**

Deadline for application 16th December, 5pm
3 days a week, 22k – 26k Pro rata depending on experience

Background

Tzedek's income has increased from £80k to over £300k in the last two and a half years. Tzedek is looking to consolidate on existing fundraising relationships and create new ones.

Purpose

To raise funds for Tzedek in line with fundraising targets. To generally manage Tzedek's fundraising work with particular focus on major donors. Exact tasks will be based on the skills of the successful candidate and will be discussed further on application.

Tasks:

- To raise funds for Tzedek
- Major donor campaign - managing, researching and creating new relationships
- Fundraising Strategy development
- Writing and developing fundraising materials and appeals for synagogues, trusts and individuals.
- Management of Trusts and Foundations fundraising with some research and writing applications depending on the skills of the applicant.
- Support Tzedek's new volunteer fundraising team
- Support Tzedek's staff member responsible for community fundraising with strategy advice.
- General fundraising support tasks as they arise.

Main relationships

- You will be accountable to the Director and liaise with Trustees and volunteers who assist with fundraising.

Essential skills & experience

- Experience of fundraising
- Experience of organising fundraising events
- Comfortable working with numbers, statistics and graphs, as well as writing text-detailed applications, board papers, donor communications etc.
- Experience and understanding of the UK Jewish community

Registered Charity No: 1016767

A company limited by guarantee. Registered in England No: 2781146. Registered Office: 1 Regent Street, London SW1Y 4NW

Chair: Clive Lawton **Director:** Dan Berelowitz

Website: www.tzedek.org.uk Email: info@tzedek.org.uk

- Excellent interpersonal skills and experience of working alongside people from different backgrounds
- Good IT skills, such as for word processing, spreadsheets, power point, email and databases
- Degree level education or equivalent

Desirable skills & experience

- Experience of using a fundraising database.
- Interest in issues of social justice and international development.

Time

3 days a week.

Duration

Initially funding has been approved for this position for four months and we hope for the position to continue on a permanent basis beyond this.

Location

At least one day a week or equivalent in West Hampstead, London, NW6. Desk space available at this location however we are flexible with working location for the rest of the hours.

Salary

22k – 26k in line with experience

To make an application

Please email your CV and a covering letter of no more than two A4 pages outlining your relevant skills and experience to Dan Berelowitz, dan@tzedek.org.uk. For a pre-application conversation please call Dan Berelowitz on 0207 443 5121.

Deadline and interviews

The deadline for the application will be Wed 16th December at 5pm. Interviews will take place on the evening of Mon 21st December so please make sure you are available then if you are shortlisted.