

## Fundraising Manager (Maternity Cover)

- Job Type:** Full-time (37.5 hours flexible). Occasional weekend, early morning, and evening work.
- Fixed term:** Maternity cover to start after 5th September 2022 until at least 14th July 2023
- Salary:** £40,000 - £45,000, commensurate with experience
- Reporting To:** Director of Development
- Location:** NIF Offices, 3<sup>rd</sup> Floor, Star House, 104 Grafton Road, NW5 4BA & Remote working
- 

### About The New Israel Fund

The New Israel Fund UK is a community for a just, equal, and secure Israel. Together we fund, develop, and connect impactful organisations and inspiring leaders to defend democracy and deliver a fairer society for all living in Israel.

We are a successful, dynamic, and fast-paced charity working for human and civil rights in Israel. NIF is an ambitious organisation, raising between £2.5M and £3M annually from the UK. We engage a growing community of supporters in the UK with our work and shared vision and values. We offer a much-needed space for passionate yet respectful discussion of the changes and challenges affecting Israel, Israelis and Palestinians.

### Position Overview

The Fundraising Manager (maternity cover) will work closely with the Director of Development, Chief Executive and Trustees in the generation of high-level donations from Trusts and individuals. They will also be responsible for other fundraising activities and projects for example direct mail appeals and digital fundraising campaigns. You will have considerable experience of developing high-value relationships with donors; excellent communications skills; and be an effective and flexible project manager.

## **Job Description**

### **Main Tasks:**

#### **1) Fundraising Delivery:**

- Manage relationships and oversee stewardship for a portfolio of existing donors to maximise fundraising potential and supporter retention. This will include 1:1 meetings (in-person and online)
- Oversee the management of most Trusts and Foundations including applications, reporting, and relationships with trustees and stakeholders.
- Direct and deliver our direct mail and online appeals (usually Rosh Hashana, Chanukah, and Pesach), and work with the Digital Communications Lead to oversee fundraising output and content in our regular communications and social media.
- Maintain relationships with those who have joined our Legacy circle and assist those interested in making a planned gift.
- Work with Director of Content and Director of Development to deliver our annual Human Rights Awards Dinner.
- Work with the Director of Content and Director of Development to ensure high level Trusts and individuals are engaged with our programming
- Ensure that systems are in place to ensure all relevant information is accurately recorded, working closely with the Fundraising Executive.
- Ensure project plans and timelines are set for all fundraising activities.
- Support other ad hoc fundraising projects.

## **Person Specification**

The successful candidate will strongly identify with the mission and values of New Israel Fund.

### **Essential Skills and Experience:**

- Demonstrable experience of successful fundraising, including managing a portfolio of major donors and managing Trusts and Foundations.
- Experience of researching donors and developing fundraising propositions.
- Experience of developing and leading successful direct mail and online fundraising campaigns.
- Able to build relationships with a wide range of contacts at all levels – whether junior staff, senior colleagues, donors, or members of the public.
- Understanding of relevant legal and regulatory requirements applicable to fundraising.
- Successfully working under pressure, with multiple demands and in a changing environment.
- Excellent written and verbal English communication, presentation, and numeracy skills.
- Motivated, highly organised, with initiative and exceptional time management skills.
- Extremely thorough – with attention to detail, consistently high levels of follow-through (a ‘completer-finisher’) and strong organisational skills, being both efficient and effective.
- Flexibility with a pro-active and creative approach to problem solving
- Solid, appropriate level of IT skills, including using Fundraising/CRM databases, spreadsheets (Excel), Word, PowerPoint, Internet, Outlook etc. Comfortable and able to learn new software as needed.

### **Desirable Skills and Experience:**

- Experience of fundraising within the British-Jewish community (which is where most of our donors do and will come from)
- Knowledge of trends in charitable giving, including by high wealth individuals.
- Understanding of innovative approaches in fundraising.
- Experience of working successfully with Raiser’s Edge /NXT (CRM database).

### **To apply**

Please submit your CV and cover letter which sets out your suitability for the post to [info@uknif.org](mailto:info@uknif.org)

**Closing Date for Applications:** Friday 22<sup>nd</sup> July 2022

**Expected Interviews:** Tuesday 19th, Friday 22nd, Monday 25th, and Tuesday 26th July 2022

If you have any questions, please contact Adiva

**E:** [adiva@uknif.org](mailto:adiva@uknif.org) | **T:** 0207 724 2266