

Database and Fundraising Executive

Position Overview

We are looking for a skilled and motivated executive to join our small team to provide efficient, accurate and timely support for the New Israel Fund's fundraising activities. They will be responsible for daily data and income entry, analytics, report generation, maintenance, and cleansing.

The New Israel Fund currently uses Raiser's Edge as our database. The ideal candidate will have current and hands on Raiser's Edge experience and will be able to manage multiple priorities, work well as a part of a team, have strong attention to detail and possess a proactive approach.

Working Hours: 3-4 days a week.

Salary: £30,000 - £35,000 pro-rata per annum (depending on experience)

Reporting To: Director of Operations and Director of Fundraising

Location: Hybrid working with an expectation that half your hours will be at our office (Kentish Town, London NW5).

About The New Israel Fund

The New Israel Fund stands for a just, safe, and equal Israel. We partner with and fund Israeli organisations that strengthen democracy and deliver a fairer society for all. Through our work we:

- Empower minorities and marginalised people
- Defend democracy and human rights for Israelis and Palestinians
- Advance partnership between Arab and Jewish leaders and communities

We are a dynamic, ambitious and fast-paced charity working for human and civil rights in Israel. We are primarily a philanthropic organisation raising between £3.5M - £4M annually from the UK.

Through our fundraising and programming, we engage a growing community of supporters in the UK with our work and shared vision and values.

How to Apply

To apply email sj@uknif.org with your CV and a cover letter (max 2 sides). Any applications received without a cover letter will not be considered.

Closing: 19th July 2024

Interviews: 30^{1st} July and 1st August 2024 in-person in London.

New Israel Fund does not hold a sponsorship licence and therefore cannot sponsor any individual to work in the UK.

The Role

Main Tasks:

1) Database Administration:

- Managing the fundraising team's database, ensuring data integrity, accuracy and security.
- Developing and maintaining accurate data entry processes - regularly updating, cleansing and maintaining constituent's records.
- Troubleshoot when issues arise and liaise with the Raiser's Edge support team.

Processing Income:

- Daily processing of income.
- Responsible for overseeing third party giving platforms ([CAF](#), [KKL](#), [Benevity](#), etc.)
- Maintaining and reconciling regular gifts.

Reporting:

- Reviewing and preparing regular reports and analytics for the Director of Fundraising, Director of Operations and fundraising team.
- Building new reports based on the charity's developing needs and requirements.

Analytics:

- Collaborate with the team to evaluate the effectiveness of campaigns and initiatives.
- Identifying and updating the Director of Fundraising and wider team about potential prospects and trends in giving.

2) Fundraising Administration:

- Collating monthly data for the transfer of funds to Israel.
- Manage letter and email merges when required.
- Preparing data for digital and postal mailings to supporters.
- Manage quarterly Gift Aid claims.
- Manage event registrations and processing on our database.
- Event set-up including registration forms, new funds...
- Providing administrative support for our flagship fundraising event in November.

Person Specification

- Proficient on a fundraising database (ideally Raiser's Edge).
- Good knowledge and understanding of fundraising.
- Experience of handling donations (or similar financial transactions).
- Knowledge of Microsoft Suite (Word, Outlook, Excel, SharePoint, Excel) and comfortable adapting to new systems.
- Identify with the mission and values of the New Israel Fund.
- Driven by accuracy and efficiency.
- Excellent organisation skills and can prioritise and work well under pressure.
- Excellent analytical skills, attention to detail with the ability to problem solve and investigate complex data issues.
- Proficient data analysis and interpretation skills.
- Team player who can work closely across a small team.

What we can offer you:

- Annual leave: 21 days, plus bank holidays, Jewish holidays (that fall on the working week) and the period between Christmas and New Year.
- Access to an enhanced Employee Assistance scheme including access to Mental health support.
- A flexible approach to working arrangements.
- Time in lieu if working outside traditional hours (mornings, evenings, or weekends).
- Be part of a sociable team and a community of likeminded charitable organisations who share our office space.