

**United Synagogue Job Description**

 **Job Title:** Development Assistant

 **Department:** Development

 **Hours:** Full time, (35 hours per week)

9 am to 5 pm Monday to Thursday, the office closes early on Fridays - 9 am to 3 pm in summer months and 9 am to 1 pm on Fridays in winter months

**Salary:**  £25,000 pa

**Benefits:** 20 days holiday, plus Statutory Bank Holidays

 & Jewish festivals when they fall on your normal working day

Childcare Vouchers

 Auto enrolment Pension

 **MAIN PURPOSE OF JOB**

The Development Assistant will provide support to the Director of Development and support the development team ensuring that fundraising projects are delivered to a high standard.

**POSITION IN ORGANISATION**

Line managed by Director of Development.

**NATURE & SCOPE OF JOB**

The Development Assistant will:

* Support the Director of Development in all aspects of his job.
* Research high net worth donors, organize meetings with them and manage all elements of follow up with them.
* Assist the Development department in the planning and execution of all fundraising dinners and other events.
* Be responsible for maintaining the fundraising database.
* Assist with all postal fundraising campaigns including data extracts and payment processing.
* Maintain and develop a relationship with all our US Synagogues to support local and central fundraising campaigns.

**DUTIES & RESPONSIBILITI ES**

* Responsible for supporting the Director of Development in all aspects of his job.
* Responsible for the upkeep of the fundraising database.
* Assist with all postal fundraising campaigns including data extracts and payment processing.
* Maintain and develop a relationship with all our US Synagogues on fundraising.
* Support and assist the development team in their projects where appropriate.

**QUALITY AND OPERATIONAL STANDARDS**

* Ensure that work produced is of a high standard and meets the department's key performance indicators.
* Build the credibility of United Synagogue to empower staff and managers to fulfil their roles effectively
* Share with others within US and communicate success stories.
* Personally demonstrate the organisation's values building trust with managers and staff within United Synagogue and proactively contributing to the organisation's success.
* Be proactive in identifying opportunities for own professional development.

**GENERIC OTHER DUTIES**

Be committed to the aims of the United Synagogue and act as an ambassador for the organisation.

Comply with The United Synagogue’s policy and procedures and code of expectations.

Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.

Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy.

Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.

Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff.

Undertake such other duties that occasionally fall within the purpose of the post.

Maintain high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue’s operational procedures.

This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue.  Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.

**PERSON SPECIFICATION**

**EXPERIENCE**

* Substantial administrative experience.
* Customer relationship experience.
* Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.
* Previous experience of fundraising administration and working with High net worth Donors.

**SKILLS AND KNOWLEDGE**

* Accuracy and attention to detail
* Substantial knowledge of Jewish customs and practices.
* Excellent verbal and written communication skills
* Ability to work to deadlines and prioritise accordingly
* Excellent interpersonal skills
* Strong computing skills including experience of using Microsoft Word, Excel, Outlook and databases.