

## United Synagogue Job Description

**JOB TITLE:** Marketing, Fundraising and Bookkeeping Manager

**LOCATION:** New West End Synagogue

**WORKING HOURS:** 24 hours per week – Part time, 6 months FTC

**SALARY:** £15,000 for 6 months plus potential bonus will be awarded based upon the successful raising of capital for the restoration of the Synagogue, as defined in this JD.

**REPORTS TO:** Financial Representative

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays pro rata

Jewish festivals when they fall on a normal working day

Ride-to-Work Scheme

Auto-Enrolled Pension

Employee Assistant Programme

The New West End Synagogue (NWES) is a well-established orthodox community. With its rich history dating since 1879, The New West End Synagogue is one of the jewels in the crown of Anglo Jewry; our congregants have included the Rothschilds, Chaim Weitzman, and many other esteemed and respected men and women. NWES is proud of its musical heritage as well as its warm and friendly congregation. NWES operates within the ethos and procedures of the United Synagogue.

**JOB PURPOSE**

# The Marketing, Fundraising and Bookkeeping Manager will be responsible for managing the development and launching of the fundraising and marketing programs and also for initiating programmes to attract new members and retain existing members whilst maintaining the Synagogue’s membership and accounting/finance systems. He or she will be expected to deliver an efficient, friendly and customer-focused service to existing and potential members, working independently in some areas in a timely and effective manner.

**MAIN DUTIES & RESPONSIBILITIES OF THE ROLE**

Membership

* Take lead in the initiation and organisation of programmes to attract new members to the Synagogue as well as retain existing members.
* Proactively identify potential new members and work with the Rabbi and Lay Leaders in bringing them on as members.
* Help increase membership and offer the best and most appropriate levels of membership in collaboration with the Financial Representative.
* Where appropriate, help people to complete the membership application forms as and when required and proactively ensure these are completed and followed up.
* Where appropriate, respond to ad hoc queries from visitors, written correspondence and telephone enquiries and assist generally with correspondence to members
* Monitor and send correspondence relating to collection of unpaid membership fees
* Produce the billings for membership and other services. Membership billings are prepared annually.
* Maintain accurate and up to date electronic records of membership payments and process collection of fees, donations and credit card payments

Synagogue Events

* Work closely with the lay leaders of the synagogue to ensure that:
  + there is a continuous supply of interesting and stimulating events for the membership of the Synagogue.
  + assist in the identification and booking of appropriate outside speakers and/or performers
  + Take responsibility for all logistical aspects of the event and coordinate event with the Head of Catering.
  + Ensuring that each event is well marketed and advertised to ensure suitable attendance levels and followed up post-event for evaluation and feedback.
  + Research outside finance for the Shul events and where appropriate, submit appropriate grant applications.
  + Recruit and engage with volunteers to assist with the running of events.

Accounts

* Responsible for data entry of accounting entries in the internal K2 system, including income and expenditure, receipts and payments, purchase ledger, overtime, etc.
* Daily monitoring of the bank accounts via Bankline
* Monthly bank account reconciliations
* Monthly management accounting information packs
* Maintain all other data record systems and accounting functions
* Deal with office purchasing and purchase ledger
* Assist the Financial Representative with other accounting and bookkeeping matters as required
* Creating an annual budget in coordination with the Financial Representative
* Maintain accurate management information to help the Executive and Council make strategic and practical decisions to improve the management of the synagogue

Fundraising for Building Restoration Projects

* Work with the Financial Representative and other Lay Leaders in supporting the large refurbishment requirements for the Synagogue’s ceiling and interior which includes preparing a prospectus, identifying funding sources and successfully achieving the targeted financing/grants.

General Office Responsibilities

* Support the Rabbi, Honorary Officers, Members of the Board and Volunteers where their responsibilities interact with the office
* Assist the NWES Administrator & Beadle in keeping Membership and Email database up to date

**PERSON SPECIFICATION**

**The person to be appointed to this post should able to demonstrate the following:**

**Experience**

The successful candidate will have substantial experience in an office environment or similar role.

**Skills and Qualifications**

* Excellent organisation skills combined with a “hands on” approach.
* A high level of drive and energy to assist in a busy and diverse office
* Excellent organisational skills, flexibility and a high level of initiative
* Pragmatic and strong inter-personal skills, including a friendly and effective manner on the telephone
* Computer literacy, fully conversant with Windows, Microsoft Office, spreadsheets, databases, email and the Internet
* Knowledge and recent experience of using Sage up to trial balance is essential. (Additional training will be available).
* High level of numeracy with general experience of running financial, accountancy and book-keeping systems
* Proven accomplishments in marketing and event management
* A proven track record of raising significant amounts of capital for institutions, charities and/or funds
* A working knowledge of Orthodox Judaism and strong relationships in the Jewish Community is desirable.

**GENERIC DUTIES**

* 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/undertaking such other duties that occasionally fall within the purpose of the post
* Maintaining 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 and the 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 the changes in legislation or The United Synagogue’s operational procedures

**Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**

**Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**