

## United Synagogue Job Description

**JOB TITLE:** Communities Fundraiser

**LOCATION:** 305 Ballards Lane, London, N12 8GB

**WORKING HOURS:** 35 hours

**SALARY:** Circa £35k

**REPORTS TO:** Director of Fundraising

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

Jewish festivals when they fall on a normal working day

Ride-to-Work Scheme

 Auto-Enrolled Pension

**JOB PURPOSE**

The person taking on this role will be responsible for supporting local shuls in their fundraising activity for both revenue and capital projects. The role also includes supporting central fundraising activity mostly in the area of major donors.

**DUTIES & RESPONSIBILITIES**

**The dual aspect of the work (local and central) will require two areas of focus.**

**Local**

* To support the fundraising strategy supporting local shuls revenue, capital and legacy fundraising
* To provide shuls with templates of successful fundraising activity
* To be available at all times to give advice either in person or on the telephone
* To continuously make connections across the United Synagogue network and put shuls in touch with the right people
* To organise and deliver training for shuls on fundraising
* To support and advise shul fundraising committees
* To train/facilitate each shul to profile donors in their community
* To facilitate/introduce shuls to external funding sources or funders
* To support shuls through their capital fundraising projects together with Fundraising Director
* To develop and implement a legacy campaign customisable for each shul
* To arrange marketing support as appropriate

 **Central**

* To support the fundraising strategy for central fundraising revenue,
focusing on major donors
* To create and implement a cultivation and stewardship programme for major donors
* To fundraise from major donors, working collaboratively across the organisation with key connectors and their networks
* To organise small central events for cultivation and stewarding of donors
* To manage the implementation of a donor communications strategy
* To create and implement a donor profiling scheme to provide good information for central and local fundraising

**PERSON SPECIFICATION**

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

* Track record raising funds from major donors
* Understanding of the importance of getting out into the field and working in collaboration with local shuls
* Expertise/experience in capital fundraising
* Senior or middle management experience, preferably in fundraising in the Jewish sector
* Presentable and credible and inspire trust at all levels.
* Positive person
* Assertive personality
* Embrace and work within the values and culture of the United Synagogue
* Ability to connect to and articulate with passion, the story of the United Synagogue
* Good at networking and relationship development
* Familiar with how local shuls are organised and how they operate
* Exceptional communication skills – written, oral, presentation
* Experience of working on capital campaigns will be an advantage

**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**