

Head of Fundraising



University Jewish
Chaplaincy 
Building student communities.
Invigorating Jewish life.

JOB TITLE: Head of Fundraising

ANNUAL SALARY: £40,000 - £45,000. We are open to re-evaluating the seniority of the role based on the relevant experience of the successful candidate.

HOURS: Full-Time preferable but will consider part time and flexible working

LOCATION: North Finchley, London

REPORTING TO: Chief Executive Officer

Who we are:

University Jewish Chaplaincy supports students in 12 regions at universities around the UK. Our chaplains and chaplaincy couples are there for Jewish students of all backgrounds and affiliations. They provide a warm, vibrant, inclusive and inspiring Jewish environment with thousands of students benefiting every year from their pastoral, spiritual and practical support. Our goal is to give Jewish students – wherever they may be – access to a UJC chaplain. Established in the late 1960s, we are a growing charity with an annual budget of approx. £900K per annum.

What we do:

University Jewish Chaplaincy works with students across the UK to enhance the Jewish student experience. We aim to create a warm, inclusive environment in which Jewish students of every background can live happy inspired Jewish lives. From offering a listening ear to running inspiring and engaging educational sessions; from being there in times of crisis to creating the familiar experience of Shabbat meals, our chaplains are uniquely poised to assist students when and where they need it most.

The Role:

This is an exciting opportunity to join our fast-paced head office team in London and help make a significant difference to Jewish student life on campus. University Jewish Chaplaincy is funded through a mixture of income from appeals, major donors and trusts and private individuals. After an incredibly successful online matched giving event, UJC are looking to move our fundraising to the next level, professionalising, expanding and diversifying its fundraising arm which will in turn secure its provision for the future. The core focus of the role will be the development and implementation of a fundraising strategy, donor and grant stewardship, and the running of fundraising appeals, with oversight of the organisation's marketing and communications.

You should apply if:

You're stimulated by the idea of building something from an early stage; you're looking for a role where you can get involved in all aspects of fundraising; you're successful at engaging with people and selling our vision; and you care about contributing to our warm and collaborative team culture. Most critically, you believe that the future of Jewish life in the UK will be decided on campus during Jewish students' formative years, and you want to build that future with us.

To apply for the position please submit your CV together with a one page cover letter detailing why you are interested in and qualified for this role to: office@mychaplaincy.co.uk.

If you would like an informal chat to discuss the position please call or email Sophie Dunoff on 0208 343 5678, sophie@mychaplaincy.co.uk

Application deadline Friday 31st December 2021 - Preferred start February 2022 with flexibility

Job Description

Job Title	Head of Fundraising
Objectives	<ul style="list-style-type: none"> • To maintain and increase voluntary income from the Jewish Community, Trusts, major donors and mainstream funders for the work of University Jewish Chaplaincy. • To develop and implement a fundraising strategy. • To oversee and help develop marketing and communications on behalf of UJC.
Accountable to	Chief Executive Officer
Working relationships	Trustees, staff, grant and trust managers, volunteers
Key responsibilities	<p>Fundraising and Development</p> <ul style="list-style-type: none"> • To co-ordinate fundraising for University Jewish Chaplaincy. • To research, identify and develop potential sources of major donations. • To develop systems and processes to support staff and key lay-leaders to nurture, retain and develop new major donors. • To maintain, develop and improve relationships with existing donors. • To develop individual plans for all major donors. • To ensure that all aspects of the fundraising path – from identification of the potential donor through to collection of the donation to thanking and appropriately recognising the donor – are delivered to the highest standard and are differentiated appropriately. • To research and identify private foundations, trusts, possible statutory funding and Universities that UJC can apply to, and to write applications and bids. • To assist with the planning and organisation of UJC events and fundraising campaigns, ensuring absolute attention to detail. • Where appropriate to support and facilitate potential fundraising committees, working closely with the chairs and trustees. • To manage and analyse the UJC fundraising database with the support of the Operations and Finance Executive. • To ensure the UJC fundraising database is accurate and up to date, and its use in tracking donors optimised.

	<ul style="list-style-type: none"> To create and support potentially new avenues of support through a fundraising committee/ UJC alumni donor and events group. To achieve a personal income target. To produce fundraising reports and reports for major donors. <p>General</p> <ul style="list-style-type: none"> To be fully committed to the aims and objectives of UJC. To gain a full understanding of the Jewish student experience on campus. To participate in external meetings, forums, etc. as appropriate. To attend team meetings, staff training and supervision / appraisals as required. To abide by and implement all UJC policies. To support, on occasion, other team members with short term big projects when required. To carry out other duties appropriate to the post as requested by the CEO.
Regular meetings	Team meetings and trustee meetings where appropriate
Core skills	Fundraising, writing bids, reports and applications, database use and networking skills
Contract	Initial - one year with potential to extend, options for home and flexible working will be considered, full time desired but part time will be considered.

Person Specification

Requirement	Desirable	Essential
Experience		
UK fundraising experience		✓
Experience of successfully identifying and exploring new sources of income		✓
Experience managing projects from inception to completion		✓
Experience of event management	✓	
Experience of working under pressure and prioritising work load		✓
Experience of working with a high degree of discretion and sensitivity		✓
Experience of working to high professional standards		✓
Experience of working with trustees and donors	✓	
Experience of applying for grants and working with trusts and grant making bodies		✓
Experience with marketing and communications and social media	✓	
Knowledge & understanding		
Knowledge and understanding of the Jewish community in the UK		✓
Knowledge of the fundraising environment in the UK		✓
Knowledge of optimising the use of fundraising databases	✓	
Skills and Abilities		
An enthusiastic self-starter with confidence and experience		✓
Excellent interpersonal, communication, literacy, database and IT skills		✓

Excellent donor relationship building skills	✓	
Ability to plan strategically		✓
Ability to work on own initiative, with limited direction		✓
Excellent time management and ability to be flexible		✓
Ability to work as part of a team		✓
Right to work in the UK		✓