

Charity Fundraising Administrator



About Us

Shaare Zedek UK exists to raise vital funds for the Shaare Zedek Medical Centre (SZMC) in Jerusalem. Our very special 'Hospital with a Heart' has been in existence since 1901, combining compassionate care with advanced medicine and ground-breaking research. The SZMC is strictly non-political and does not discriminate on the grounds of religion, racial background or financial means.

You will be joining a small but very effective professional team. We care passionately about our supporters with whom we interact on a regular basis, keeping them informed of the hospital's news and developments. We actively encourage support of the hospital through life-cycle donations for celebrations, Yahrzeits and legacies, as well as maintaining a programme of four full appeals each year.

About You

This newly created part-time role will suit someone who thrives in a busy environment and being part of a donor focussed working world. You will need to be IT literate and be prepared to get involved in all aspects of donor care. Your welcoming attitude and willingness to just pitch-in will help us to provide the very best care to our invaluable supporters.

Purpose of the role

Reporting to the Operations & Administration Manager, the role is to support the Shaare Zedek UK team in the smooth running of their objectives, to raise vital funds for the SZMC. The Charity Fundraising Administrator will be involved in many aspects of the operations of the Charity, providing support to the Operations, Accounting and Marketing / PR functions.

Overview of Responsibilities

To provide support to the Operations Manager regarding:

- Daily processing of incoming and outgoing post
- Processing of donations and follow-up correspondence
- Telephone communications
- Maintenance of and inputting onto the CRM Database
- Running of CRM reports as required by colleagues
- Processing of donor Celebrations
- Management of the Permanent Yahrzeit Programme
- Scanning and e-filing of donor records
- Management of Gift Aid Declarations
- Volunteer projects

To provide support to the Accounts Manager regarding:

- Processing of Charity Vouchers
- Accounts related administration
- Management of Gift Aid Declarations
- Annual audit of accounts

To provide support to the Director of Marketing & Communications regarding:

- Preparation of mailing lists for appeals
- Internet research
- Ad-hoc donor records updates

To provide support to the Chief Executive Officer regarding:

- Team involvement in all fundraising functions
- Inclusion in weekly Team meetings

This job description is not an exhaustive list of duties and responsibilities and may change according to the needs of the Charity.

Skills, experience and characteristics

Essential

- The ability to retain information and work independently
- A genuine interest in the charitable sector and in Israel
- An understanding of the Jewish Community and how charity stands within that arena
- High proficiency in Microsoft Office Programmes
- Excellent oral, written and communication skills
- Good attention to detail

Desirable

- A confident telephone manner
- A proven ability in accurate data inputting
- Proficiency in Internet research

Personal attributes

- Friendliness and confidence
- Approachability and flexibility
- Willingness to learn and develop new skills

Salary and Benefits

Salary: £24,960 pro-rata (£12 per hour for 18 hours per week)

Pension: Contributory Pension Scheme

Location: 4A Theobald Court, Theobald Street, Borehamwood, Hertfordshire WD6 4RN

Working Hours: 18 hours per week, worked as 9.30am to 2.30pm Monday to Thursday.
Some home working may be possible.

Annual Leave: 22.5 working days (pro rata) including statutory Bank Holidays, plus any Jewish High Holy days that fall on contracted working days.

Start Date: Monday 18th September 2023

Other

- There is no onsite parking available. However there is limited on-street parking in the local area. The office is very well situated at the top of Theobald Street, a 2 minute walk from Elstree & Borehamwood (Thames Link) train station and various bus routes along Shenley Road.
- The office has a small kitchenette area which is kept strictly kosher (milky).
- The office supports a no-smoking ethos and is situated within a no-smoking building.

How to apply

To apply, please email your CV, and a covering letter to briefly explain why you are the right person for this role, to Gail Serman, Operations & Administration Manager, at email address info@shaarezedeek.org.uk. Please ensure that your email Subject Line clearly states Charity Fundraising Administrator.

Timeline:

- The closing date for applications is 9am on Monday 11th September 2023.
- Applicants selected for interview will be contacted on Tuesday 12th September 2023.
- First interviews, including 4 short exercises, will take place on Wednesday 13th September 2023. Applicants selected for final interview will be contacted the same day.
- Final interviews for shortlisted applicants will be held on Thursday 14 September 2023. The successful candidate will be notified the same day.

References will be sought for the successful candidate, who will also be required to sign a SZUK Confidentiality Agreement at the start of their employment and to agree to abide by its terms for the duration.