



Fundraising Manager

Location – Hybrid (mix of home working and office based)

Hours – open to flexibility (Core hours of 10am – 2pm must be observed on working days)

Salary - £42,000 - £48,000 FTE (based on experience)

About Shaare Zedek UK

Shaare Zedek UK exists to raise funds for the Shaare Zedek Medical Centre in Jerusalem. Since 1902 it has combined compassionate care with advanced medicine. With close to 100 departments, spanning 14 centres of medical excellence, Shaare Zedek serves more than half a million patients annually, from all religious, racial, financial and political backgrounds. It is the fastest growing hospital in the region and continues to respond to the needs of Jerusalem's uniquely diverse population.

The incredible work of our hospital extends beyond Israel to international disaster recovery operations, most recently in Turkey in 2023. It promotes collaboration between research institutions, including the prestigious Kings College, London and supports infrastructure in developing countries, such as Zanzibar and Ethiopia.

As the medical needs of Jerusalem continue to grow, we are determined to ensure that Shaare Zedek is ready to meet these needs and continue to pioneer expertise in all areas.

About the role

This is a new and exciting opportunity, to join Shaare Zedek UK at a time of change. With a new Chair and CEO at the helm of the organisation, Shaare Zedek UK is looking to grow its presence within the Jewish community, by diversifying its programme of activities, and engaging further with its existing supporter base, as well as looking for opportunities for future growth and development.

As the Fundraising Manager for Shaare Zedek UK, you will join our small team and play a crucial role in developing the events programme including organising and managing fundraising events, whilst also engaging with the community to raise vital funds. You will be responsible for the entire development of our events programme and you will be creating new fundraising initiatives – and managing the whole event process, from budgeting and planning stage, through to the execution and evaluation of each activity.

Additionally, you will manage administrative tasks related to those fundraising activities.

This role offers a fulfilling opportunity to contribute towards the growth and success of Shaare Zedek UK, by building an events portfolio from scratch, fostering community engagement and having a meaningful impact on the lives of others, both in Israel and around the world.



Key Responsibilities

Events Management:

- To develop and manage the annual portfolio of fundraising events - Plan, organise, and execute a wide range of fundraising events, including dinners, speaker events and other community-based initiatives.
- Coordinate event logistics, including venue selection, suppliers, budgeting, marketing, and volunteer recruitment.
- Work holistically with the internal team, as well as work closely with trustees, advisory board and other supporters, to secure sponsorships, donations, and in-kind support for events.
- Work closely with the Director of Marketing and Communications to promote activities, as well as oversee event registration, ticketing, and attendee management processes.
- Monitor and evaluate event outcomes, measure success and identify areas for improvement for future events.

Community Fundraising:

- Develop and implement strategies to engage the local community in fundraising efforts, building strong relationships and promoting awareness of Shaare Zedek Medical Centre.
- Identify fundraising activities, which could be promoted to supporters to participate in for their own fundraising opportunities.
- Support individuals, community groups, and organisations in planning and executing their fundraising activities, providing guidance, resources, and assistance.
- Coordinate community fundraising campaigns, such as sponsored challenges, and peer-to-peer fundraising initiatives.
- Act as a representative of Shaare Zedek UK at community events, speaking engagements, and networking opportunities to promote fundraising efforts.
- Administration and Reporting:
- Maintain accurate and up-to-date records of fundraising activities, including donor information, event details, and financial transactions.
- Work closely with the Operations and Admin Manager to ensure accurate record keeping on our CRM, and use the system effectively to support fundraising.
- Prepare regular reports on fundraising activities, analysing results, and presenting insights to the CEO and board of trustees.
- Monitor budgets and financial targets, ensuring expenditures align with planned budget.
- Collaborate with the administration assistant to ensure timely and accurate processing of donations and acknowledgments.



Qualifications and Skills

- Proven experience in fundraising, preferably in events management and community engagement.
- Strong organisational and project management skills, with the ability to plan, execute, and evaluate events effectively.
- Excellent communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders, including trustees, donors, volunteers, and community members.
- Proficiency in using fundraising software and databases for donor care.
- Attention to detail and accuracy in financial record-keeping and budget management.
- Knowledge of fundraising best practices, trends, and ethical guidelines.
- Ability to work independently, prioritise tasks, and meet deadlines, and work flexibly.
- Passion for the mission and values of Shaare Zedek UK and a commitment to making a positive impact.

How to apply

To apply, please send your CV, and a covering letter to Oshrit Cowan, Chief Executive, to email address info@shaarezedek.org.uk.

Please ensure that your email Subject Line is **Fundraising Manager application**.

The closing date for applications is Wednesday 20th September at 9am.