



University Jewish  
Chaplaincy   
Building student communities.  
Invigorating Jewish life.

# Development and Events Executive

## Job Description

### **Who we are:**

University Jewish Chaplaincy provides a permanent communal framework for all Jewish students at universities across the UK. Officially recognised by the Universities, our Chaplaincy couples are trained husband and wife rabbinic teams, equipped to deal with every aspect of student life. From personal through to navigating bureaucratic challenges, the Chaplains are experienced in traversing the complexities of university life. The Chaplaincy couples also create a warm and open-minded environment in which Jewish students can comfortably live an inspired Jewish life whilst away from home.

Chaplaincy works with Jewish communities and organisations across the country to plan and develop for the future of Jewish student life. Whilst students come and go, Chaplaincy ensures that the infrastructure is in place year-after-year, providing the one element of consistency and stability in the ever-changing university environment.

### **Your role:**

University Jewish Chaplaincy is seeking an energetic development and events executive to join our head office in London. You will be responsible for helping to generate significant funds for Chaplaincy, primarily from donors, grant-making Trusts and Foundations, enabling the charity to grow its reach and impact.

### **Principal development tasks:**

- In conjunction with the CEO, COO and members of the board, develop and implement a fundraising strategy
- Support senior leadership and young chaplaincy with fundraising events and initiatives
- Review and improve existing fundraising activities
- Maintain and augment a database of contacts, alumni and supporters Introduce new donors and manage and develop stakeholder relationships with high-net worth individuals in partnership with senior leadership
- Ensure fundraising activities comply with all legal and statutory requirements
- Together with the office administrator ensure that our database is maintained and that all donations are appropriately acknowledged, and managed
- Research, draft and implement applications to trusts, foundations and public funding bodies and draft reports to such organisations, in consultation with senior leadership
- Attend meetings with trustees and lay leaders (some meetings may fall outside the regular work day)
- Work closely with trustees to ensure that they are kept up to date on fundraising activity – this will include compiling reports and regular updates.

### **Other responsibilities:**

- Help develop and implement digital presence strategy for the organisation
- Contribute and in some cases help manage and execute the organisation's marketing and communications strategy
- Ensure that all fundraising and other activities are carried out in harmony with the Chaplaincy's mission statement and to a high level of professionalism
- Undertake appropriate training
- Attend events as an ambassador or representative of University Jewish Chaplaincy
- Carry out other reasonable duties as requested by the organisation
- Maintain high levels of discretion and confidentiality at all times



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## Capabilities and person specification:

### Essential

- Able to work unsupervised and manage own workload, working to set deadlines and ability to prioritise accordingly with the willingness and enthusiasm to help balance the workload of other team members when necessary
- Strong attention to detail to ensure work is carried out with accuracy and the quality expected
- The ability to manage and prioritise complex routine and administrative tasks is essential
- To work in a professional manner and develop effective working relationships with colleagues, donors and stakeholders
- Proactive approach, seizing opportunities to generate funds to support the charity's objectives
- Excellent communication skills including the ability to write clear and persuasive copy and to communicate effectively over the telephone with committed supporters, degree in English and or Journalism/Communications helpful
- Strong computing skills and experience using Microsoft Word, Excel, Outlook and database systems
- Excellent organisational skills and attention to detail
- Experience working within the Jewish community as well as thorough understanding of Jewish customs and organisations
- Sense of humour

### Desirable

- Proven experience in fundraising, marketing or communications would be advantageous
- Persuasive presentation skills
- Previous experience of working within, or knowledge of the charitable sector
- Managing professional relationships with managers and employees at all levels
- Proven experience as a proactive team member contributing to the success of the wider team and organisational goals, being able to undertake tasks on all levels
- Ability to interpret data, for the purpose of drafting reports to monitor fundraising activities

## Terms & Conditions

Location – London

Salary: commensurate with experience, fundraising bonus potential based on set income targets

Hours – 40 hours per week

Benefits include 20 days' annual leave, excluding Jewish holidays

Please note University Jewish Chaplaincy supports flexible working and would consider applications from candidates with such requirements (salary and benefits pro-rata)

Applicants with all levels of experience will be considered

**Closing date: 12.07.2017**

To apply for the position please submit your CV together with a cover letter (max 2 pages). For an informal discussion or further information please contact chief operating officer, Sophie Dunoff on 07946487793 or on the email address above.