

JOB DESCRIPTION

Trust and Foundation Fundraising Officer

June 2024

Title:	Trust and Foundation Fundraising Officer
Contract:	1-year fixed term – part time (with potential to expand)
Responsible to:	Chief Executive
Hours:	15 hours per week). To be worked flexibly within the hours of Monday – Thursday 9.00- 17.30 hrs, Friday 9.00 – 13.30 hrs. Working pattern of actual hours to be worked, to be agreed with CEO, 2 weeks in advance. Hours worked must not be on Jewish holidays or when the office is closed.
Salary:	£17,000 per annum [which is pro rata of £40,000 FTE]
Location:	Main place of work will be the Board of Deputies office in Camden and working from home in accordance with our Flexible Working Policy.
Holiday Entitlement:	Pro-rata, 20 days plus Public Holidays and Jewish Festivals when the office is closed.

Applicants must have the right to live and work in the UK

General Description:

This role will focus on fundraising from Trusts, Foundations and public tenders, including from national and local government and other public bodies. It will also support other fundraising functions including major donors and grassroots campaigns.

Key Tasks and Responsibilities:

- To devise and implement a strategy with the Chief Executive that will source income for the organisation.
- To research and target potential grants and sources of funds including charitable trusts, corporate foundations, local and central government grants, central governmental bodies and lottery/heritage grants.
- To identify BoD programmes that fit with the funding requirements of target funding bodies.
- To support research around the interests of major donors and prepare briefings for the CEO and Honorary Officers in advance of their meetings with donors.
- To work with appropriate BoD Honorary Officers (Trustees) with the aim of securing increased funding
- To write applications and make presentations to the Trustees / administrators of relevant trusts and corporate companies.
- To develop relationships Trust and Foundation administrators / Board Members / Trustees / Company Directors who influence funding decisions.
- To ensure all Trusts and Foundations receive grant reporting according to their specified requirements.
- To record, monitor, report and communicate all trusts, grants and sponsorship progress in a timely manner and maintain and communicate technical and statistical information to the Honorary Officers and the Finance, Fundraising and Organisation Division (FF&O)

General

- Maintaining a general familiarity with the work of the Board of Deputies
- Carrying out such other administrative or other duties as may be requested from time to time by the Board of Deputies' senior leadership.
- This role may require some work on evenings or weekends, and some travel around London and the UK, for external meetings.
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. 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 changes in legislation or Board of Deputies operational procedures.

Person Specification:

Knowledge

Essential

- Familiarity with the UK charitable and grant-making sector, and with typical grant-making processes

Desirable

- Knowledge of private Trusts and Foundations in the general community
- Knowledge of public bodies that award grants
- Specialist knowledge of Jewish communal structures and institutions, and of the Jewish communal philanthropic landscape

Experience

Essential

- Experience of researching and applying for charitable grants
- Experience of grant-writing
- Experience of fundraising research

Desirable

- Experience of public body fundraising
- Experience of working in the Jewish community as a fundraiser
- Experience of grassroots/crowdfunding campaigns

Skills

Essential

- Ability to research fundraising opportunities using databases and other sources
- Excellent communicator both written and verbal
- Strong IT skills including Microsoft Office (Word, Excel, Powerpoint)
- Knowledge of Salesforce or other CRM system

Personal Attributes

All Essential

- To be confident and professional at all times
- To be well-organised with good time-management, accuracy and an ability to work independently and as part of a team
- To ensure that appropriate confidentiality is adhered to at all times
- To exercise flexibility with work assignments and meet targets

Information for Applicants:

How to Apply: Please send a CV and covering letter, each of which should be a maximum of two sides of A4, outlining, with examples, how you meet the requirements set out in the person specification, and where you heard about the job. Please send this to recruit@bod.org.uk with the subject heading '**Trust and Foundation Fundraising Officer**'.

Information for Applicants:

Closing Date: 09.30 hrs Monday, 15th July 2024

Interviews: Interviews will be held w/c Monday 22nd July 2024