

## Head of Women's Division Job Description – September 2018

UJIA is the leading UK- Israel charity. We help to create a strong British Jewry that builds a lifelong connection to Israel. We connect our UK youth through innovative educational programmes that work alongside our projects in Israel, to support the most vulnerable in Israeli society.

### Role Overview

This main aim of the role is to strategically develop and implement programming to engage women in the Fundraising campaign and raise money for and awareness of UJIA from this particular demographic.

### Organisational Position

The Head of Women's Division will be responsible to the Director of Fundraising and be part of the Senior Fundraising Team.

### Key Work Objectives

- To manage the strategic development and implementation of a range of initiatives engaging women in the Fundraising Campaign and the work of UJIA.
- To successfully develop and maintain the existing lay/volunteer fundraising committees that lead events and campaigns throughout the year.
- To build relationships and support the canvassing of donations from existing and new women donors
- To work as an integral member of the fundraising team

### Main Tasks

#### Strategic Development and Implementation of Women's Division

- Develop and deliver a three year strategy of engagement, awareness and women's philanthropy, raising new initiatives to engage women in the work of UJIA
- To work closely with the Trustee responsible for the Women's Division to strategically plan and implement the development of this area
- To increase the number of women donors
- Oversee and develop initiatives such as Women's UK Missions, Women's Israel Missions, Women's Business committee, Women's Challenges, Lion of Judah plus any other events
- Manage the overall budget needed to implement the three year Women's Division Strategy
- Oversee the delivery and expansion of UJIA's existing Women's engagement activities such as Lion of Judah and other Women's events
- Create and manage a campaign to raise awareness of the work of UJIA targeted at new and existing women donors
- Work closely with all other departments in the fundraising team to develop the Women's Division

### Donors

- Working with the canvassing team in nurturing the relationship with all women donors new and existing.
- Maintain accurate records of all fundraising activity and relevant donor information using Raiser's Edge.
- Work with Trustees and current Lay Leaders to identify new high net-worth donors.



OUR ISRAEL. OUR FUTURE.

- Work with the canvassing team in identifying key women donors and develop them into becoming Lion of Judah donors, through relationship-building, cultivation and canvassing

### **Professional Development**

- Line manage any interns and individuals looking to gain work experience in the UJIA Fundraising department

### **Place of Work**

Your main place of work will be the UJIA London office located at 1 Torriano Mews, Kentish Town London NW5 2RZ but the role will also require you to travel to various appointments around London.

### **Hours of Work**

Regular office hours are [9.00am – 5.30pm Monday](#) to Thursday and [9.00am - 1.30pm](#) on Fridays. The role involves regular attendance at breakfast events, evening receptions and dinners.