



Legacies Manager Job Description – August 2021

UJIA is the leading UK-Israel charity. We take responsibility for developing 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 society.

Organisational Position:

The Legacies Manager will report and be responsible to the Director of Fundraising and Planned Giving.

Key Objectives:

- To deliver on the legacy strategy for the campaign together with the Director of Fundraising and Planned Giving and the rest of the senior fundraising team
- To provide professional support for other members of the fundraising team who are securing legacy commitments for UJIA
- To generate awareness of UJIA and its legacy programme, and create suitable legacy marketing collateral, together with relevant marketing and communications colleagues
- To identify legacy prospects
- To recruit new legacy pledgers
- To maintain legacy pledger relationships and stewardship

Roles and Responsibilities:

- To raise awareness of UJIA's vision and mission and the ability to support its work through a legacy gift, to legacy prospects, the wider Jewish community and relevant professionals
- To continue to develop UJIA's Legacy Marketing Strategy and liaise with relevant marketing and communications internal colleagues and external agencies
- To identify legacy prospects, from internal and external audiences
- To recruit new legacy pledgers from identified legacy prospects
- To maintain legacy pledger relationships and stewardship and arrange appropriate legacy pledger events
- To maintain budgets for Legacy together with relevant colleagues
- To report regularly to the Director of Fundraising and Planned Giving

Expectations:

- To deliver on assigned targets
- To be flexible with work assignments
- To ensure that appropriate confidentiality is adhered to
- To understand the responsibilities of working as part of a team
- To be passionate about the work of UJIA and keep up to date with developments in the programmes and projects, and in Israel generally
- To be willing to work evenings and weekends as required

**Desirable Criteria:**

- Experience of Legacy Fundraising and/or experience of Fundraising amongst prospective donors at all levels
- High level interpersonal and communication skills
- Confidence in public speaking
- Understanding of charity law in relation to legacy fundraising
- High level of IT skills including use of Microsoft Office suite and Raiser's Edge

Location:

UJIA London head office or one of UJIA's regional offices in Manchester, Leeds or Glasgow, and from home in accordance with UJIA's Flexible Working Policy and Covid-19 Policy. Regular donor visits should also be expected.

Hours of Work:

This role is part time, 3 days per week minimum, 4 days would be considered. Regular office hours are 9am – 5.30pm Monday to Thursday, Fridays 9am-1.30pm. This role may involve irregular work in evenings and on Sundays outside normal office hours.

Salary:

The salary for this role will be £38 – 40K pro rata per annum, commensurate of experience.