



## Trust & Foundation Fundraiser Job Description - Part-time

UJIA is the primary address in the British Jewish community for ensuring the connection with Israel. We do this by providing Israel engagement and educational opportunities for thousands of young people in the UK and by supporting projects in Israel that help create educational and employment opportunities for all its citizens. UJIA's work impacts tens of thousands of lives in the UK and Israel.

### Organisational Position:

The Trust and Foundation Fundraiser will be responsible for securing an annual donation from a portfolio of existing and potential trusts.

The Trust and Foundation Fundraiser will also be responsible for researching potential donors to the fundraising campaign and will be reporting to the Head of Major Gifts.

### Main Tasks

- **Trusts & Foundations**
- **Research**

### Key Task - Trusts

- To devise and implement a strategy with the Head of Major Gifts that both maximises existing income from trusts and corporate foundations and targets new sources of funding
- To research and target potential Family Charitable Trust funds, Company Trust funds, local government grants, central governmental bodies in Israel, European funding and lottery grants
- To write applications and make presentations to the Trustees / administrators of relevant Trusts and corporate companies
- To find UJIA programmes that fit with the funding requirements of target funding bodies
- To develop relationships with Trust and Foundation Administrators / Board Members / Trustees / Company Directors who influence funding decisions
- To ensure all Trusts and Foundations receive feedback on the monitoring of inputs and outputs of their grants according to their specified requirements
- To ensure that all Trusts receive timely and relevant correspondence and updates about the work of UJIA
- To work with appropriate lay leaders with the aim of securing increased funding and developing relationships
- To achieve the funding targets set for trust's fundraising
- To effectively 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 entire fundraising department and finance department.

### Key Task – Research

- To help identify and research prospects trusts and foundations that have potential to support UJIA
- To develop full donor profiles and reports
- To undertake research with a high degree of accuracy and present it in a clear and well-structured manner.

**London**  
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Amelie House  
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NW11 9DQ

**Glasgow**  
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222 Fenwick Road  
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0141 530 5340  
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**Leeds**  
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**Manchester**  
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## Expectations

The role requires that the individual is able to:

- To work effectively independently as well as part of a supportive team
- To be approachable and engaging when interacting with lay committees
- To be an excellent communicator written and verbal
- To be confident and professional at all times
- To demonstrate good I.T. skills
- To be highly motivated and organised
- To exercise flexibility with work assignments and meet targets set
- To display creativity within their work and present and communicate in an effective and engaging manner
- To ensure that appropriate confidentiality is adhered to at all times
- To express passion for and have knowledge of the Jewish Community

## Knowledge

- Experience of trusts fundraising essential
- Experience of research desirable

## Place of Work

Your main place of work will be UJIA head office in Northwest London and from home in accordance with UJIA's Flexible Working Policy. This role will also require you to travel to various appointments around London.

## Hours of Work

This position is 15 hours per week, days and times worked to be agreed with the line manager. The applicant will also be expected to be flexible and to work outside of normal working hours at relevant evening events and meetings if required.

## Salary

The salary for this role will be £16,000 – 18,000 per annum, commensurate of experience.

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