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 head office, 1 Torriano Mews, London, NW5 2RZ and from home in accordance with UJIA’s Flexible Working Policy and Covid-19 Policy. Occasional visits to UJIA’s regional offices in Manchester, Leeds & Glasgow and 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.