



UJIA Grants Manager - UK

Salary: £35,000 to £42,000 (FTE) per annum

Reports to: Head of Strategic Operations

Closing Date: 29th March 2024

About UJIA

UJIA is dedicated to ensuring that young Jewish people in the UK forge a personal relationship with Israel, so that they have a strong sense of belonging to the Jewish people. This is our mission and vision.

Our primary audience is young Jewish people aged 14-24; teenagers and young adults. Research shows us that this is when young people begin to form their own political and moral identities, and where older peer role models (madrachim) are crucially important in shaping those identities. Therefore, UJIA's strategic focus is on the informal education sector and meaningful experiences in Israel; this is where madrichim and peer leadership play a key role.

Hours of Work:

The role is full time (34.5 hours per week). However, we will consider applications for 4 days a week for the right candidate.

Full time, regular working hours are 9.00am – 5.30pm Monday to Thursday and 9.00am - 1.30pm on Fridays.

In accordance with UJIA's Flexible Working policy, staff may be entitled to work around other commitments provided they are still able to work their contracted hours and are able to complete the work expected of them, if suitable for the Organisation.

Place of Work:

The main place of work will be the UJIA London office located on 4th Floor Amelie House, 221 Golders Green Road, London, NW11 9DQ and from home.

In accordance with UJIA's Flexible Working Policy, Staff are expected to spend three days a week working from the office or in face-to-face meetings and the other two days can be worked remotely. Face-to-face meetings include donor meetings, seminars, training and events.

Full flexible working policy available on request.

LONDON | 020 7424 6400 | info@ujia.org
4th Floor, Amelie House, 221 Golders Green Road, London, NW11 9DQ

GLASGOW | 0141 530 5340 | scotland@ujia.org
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Organisational Position

The Grants Manager will be line managed by the Head of Strategic Operations, with a reporting line to the Director of Fundraising and Planned Giving in relation to income generation.

The Grants Manager will facilitate the “UJIA Grants Team” which is formed by: Chief Executive Officer, Chief Financial Officer, Head of Strategic Operations, Director of Collaborative Leadership, Trustee Representative.

Purpose

UJIA has a small portfolio of 20 grantees of youth movements and organisations across the UK. We have well-established relationships with these grantees and have been supporting them for over 30 years. UJIA runs both open and closed grantmaking processes, as well as core unrestricted grants and project-based microgrants.

In addition to grants, UJIA runs a capacity development programme for our grantees where we provide support and training in each of the three outcome areas. This includes direct training seminars, networking opportunities, peer forums, and thought leadership. This capacity development is led by UJIA’s Director of Collaborative Leadership who the Grants Manager will work closely with.

UJIA’s grantmaking is focused on three outcomes:

1. Sustainable growth of grantees – ensuring that grantees are able to be financially and organizationally stable, whilst also increasing the number or type of young people participating in programmes: growing reach.
2. Innovation – ensuring that grantees are able to utilise the best methodologies and programmes in creating meaningful experiences for young people: creating change.
3. Leadership – ensuring that grantees are developing leadership pipelines for young people and as leaders are able to model a personal relationship with Israel and strong sense of belonging to the Jewish People.

Key Roles & Responsibilities

This role has two key areas:

1. Grantmaking
2. Income generation through trusts and foundations fundraising.

Across an average year of work there is a roughly 60:40 split between the two areas of this role.

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Grantmaking

- To manage and develop UJIA's portfolio of grants in the UK with a view to maximising reach and impact.
- To proactively manage the grant process from pre-award through to post-award closure. This includes developing grant-making procedures, maintaining accurate records of grant activities, ensuring compliance with relevant requirements, tracking milestones and ensuring timely reporting and payments.
- To lead the review and evaluation of grant applications and to make recommendations to the grants team.
- To cultivate and maintain strong productive relationships with grantees with open communication and collaboration. To serve as the primary point of contact for grantees and to provide assistance and feedback throughout the grant process.
- To work closely with the Impact Evaluation Manager in supporting grantees in their monitoring, evaluation and learning.
- To work closely with the Director of Collaborative Leadership in developing a suite of training and support (Grantmaking+) to ensure grantees are achieving their stated reach and impact.
- To ensure UJIA's grantmaking is in line with best practices, trends, and developments in the field of philanthropy and grants management.
- To support volunteer allocations committees with the necessary background material that support their decision making for grants.
- To manage the financial assistance grants for programme participation e.g., gap year bursaries. This will be together with the Israel Experience team and Chief Financial Officer.

Income Generation: Trust and Foundations

- To manage and develop a portfolio of relationships with charitable Trusts and Foundations with a view to maximising fundraising income generation from grants.
- To develop compelling, high-quality applications, presentations and reporting to relevant charitable Trusts and Foundations.
- To support and contribute to the overall fundraising strategy and develop a strong pipeline of repeat applications and new sources of income including single and multi-year, to help ensure a secure future for UJIA.
- To work with programme managers to identify specific in-budget projects, equipment, capital, core and unrestricted amounts that might be raised. To work collaboratively across the team to continually develop compelling applications.

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- To proactively track applications and reporting deadlines to ensure effective relationship management and fulfilment of grant criteria and to maintain effective records of applications, correspondence, criteria and requirements of all grants from Trusts and Foundations.
- To proactively ensure there is excellent stewardship of all grants from Trusts and Foundations.
- To support with ensuring an audit trail is maintained that tracks all funds raised from initial receipt through to destination.
- To research prospective funders using a variety of resources including online databases, websites and the UJIA's own records to establish a pipeline of potential approaches.

You will be required

- To work within the context of UJIA's ethos, policies and procedures.
- To be flexible with work assignments.
- To understand the responsibilities of working as part of a team.
- To serve a cross-communal user base, respecting and providing for a variety of individuals and organisations with diverse ideologies and beliefs.
- To undertake professional training and development as appropriate.
- To take part in broader UJIA organisational commitments (e.g. staffing fundraising events, attending whole-staff days etc).
- To be flexible with hours of work – urgent tasks may require working beyond formal office hours.
- To adhere to confidentiality procedures,

This Job Description is not intended to comprehensively list the responsibilities of the post but to indicate the main areas which at this stage appear to be the essential requirements of the post.

Skills, Knowledge and Personal Attributes

- Proven ability to cultivate and maintain positive relationships with stakeholders.
- Strong project management skills, including planning, execution, and evaluation.
- Experience in coordinating and leading cross-functional teams.

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- Excellent written and verbal communication skills for clear and effective applications and reporting.
- Willingness to stay informed about industry best practices and changes in grant-making/fundraising landscapes.
- Proven commitment to the highest standards of ethical conduct in all aspects of grantmaking and fundraising.
- Proven ability to identify and secure funding opportunities, meeting or exceeding annual acquisition targets.
- Proven ability to communicate the organization's mission and impact clearly and persuasively, resulting in increased giving.
- Excellent numeracy skills with the ability to analyse basic budgets and income/expenditure reports.
- High level of computer literacy and understanding of spreadsheets and databases. To be a competent user of the Microsoft Office suite (Word, Powerpoint, Excel).

Benefits

- Holidays: 20 days + main Jewish Holidays + Bank Holidays
- Company pension
- Monday – Friday with the opportunity for flexible working.
- Employee Benefits Platform (including free counselling, 24/7 GP availability, retail, gym and holiday discounts amongst other offerings)
- Positive, supportive working environment with opportunities for practical training and progression

How to Apply

Please submit your CV and a supporting statement (cover letter) to recruitment@ujia.org giving evidence of how you meet the criteria of the role, the person specification, and what you feel you would bring to this role and the Organisation.

Applications submitted without a supporting statement will not be considered.

You must be eligible to work in the UK.

Applications will be assessed as and when they are received and interviews arranged, so we may close the position before the closing date if a suitable candidate is found.

UJIA is an equal opportunities employer.

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