



## UNITED SYNAGOGUE JOB DESCRIPTION

<b>JOB TITLE:</b>	Fundraising Administrator
<b>LOCATION:</b>	305 Ballards Lane, London, N12 8GB
<b>WORKING HOURS:</b>	35 hours per week (Part-time hours and Flexi working would be considered)
<b>REPORTS TO:</b>	Director of Fundraising Strategy
<b>SALARY:</b>	£30,000 per annum
<b>BENEFITS:</b>	20 days holiday plus Statutory Bank Holidays Auto-Enrolled Pension Ride-to-Work Scheme Employee Assistance Programme

### INTRODUCTION

A fantastic opportunity to join our friendly, motivated and busy fundraising team.

We are engaged in a whole host of exciting pieces of work, supporting our shuls raising funds and engaging the community in meaningful and impactful charitable projects.

As the Fundraising Administrator, you will play an important role in ensuring all donations are processed correctly. You will be responsible for data input, producing reports and analysis and be an expert user of our ThankQ database.

We care about building lasting relationships with our synagogues and active supporters, and we know that our database is critical in helping us to do that. For the right person, this is an opportunity to support the work of the United Synagogue in using data to develop excellent relationships and raise more money.

### 1 MAIN PURPOSE OF JOB

As the Fundraising Administrator, you will play an important role in ensuring all donations are processed correctly. You will be responsible for data input, producing reports and analysis and be an expert user of our ThankQ database.

## **2 SCOPE OF JOB**

The Fundraising Administrator will:

- Be responsible for the processing of all correspondence and money related to all postal or on-line fundraising campaigns generated by the Fundraising department. Prepare Batches for the Finance team to enable the banking.
- Be responsible for maintaining the Fundraising database (ThankQ)
- Effectively and efficiently receive, process and acknowledge all donations
- Utilise the Fundraising database to produce various reports and data extracts required by the Fundraising and Finance teams and make recommendations to guide strategy for future campaigns
- Analysing remittances of charity vouchers companies by appeal (downloaded from various portals) and providing required information to Finance
- Liaise with external agencies, mailing houses, web designers, social media, online payment companies in connection with the organisation of appeals
- Be responsible for preparing Gift Aid claims
- Support the Fundraising team with assistance with other projects.
- Work with the Finance team on a day-to-day basis ensuring the smooth running of the processes.

The role will require the job holder to understand all aspects of the Fundraising Department in order to successfully support the department's initiatives. The Fundraising Database Administrator is required to assist the Fundraising Team to achieve organisational success.

## **3 DUTIES & RESPONSIBILITIES**

- To plan and implement the general strategy and operational logistics of all mass campaigns
- To be responsible for the upkeep of the Fundraising database including K2 (membership database) updates
- To manage all postal fundraising campaigns, including data extracts and payment processing
- To produce reports regularly for the Fundraising and Finance Teams
- To maintain and develop a relationship with all our US Synagogues

## **PERSON SPECIFICATION**

### **4 EXPERIENCE**

- Administrative experience including a CRM/fundraising database
- Customer relationship experience
- Familiarity with the UK Jewish community
- Understanding of data protection legislation and how this should be applied to fundraising
- Experience of working in a team
- Quick learner

### **5 SKILLS**

- Strong computing skills and substantial experience of using Microsoft Word, Excel and Outlook and ideally membership databases
- Exemplary attention to detail
- Communication skills
- Ability to work to set deadlines and prioritise accordingly
- Work in a professional manner, developing effective working relationships

### **6 GENERIC DUTIES**

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post, and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder.

This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures.

**Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.**

**Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately.**