

Job Description



Title:	Events and Community Fundraising Coordinator
Contract:	Full Time, 37.5 hours per week
Responsible to:	Head of Fundraising
Salary Band:	£26,000 - £31,000 (dependent on skills and experience)
Location:	Hybrid working - minimum of 2 days a week in our Central London office (this will increase around event time and will require occasional evening work).
Annual Leave:	Starting at 22 days per annum, plus Bank Holidays, plus two days for Rosh Hashanah and one day for Yom Kippur should they fall on weekdays.

This is an exciting opportunity for an enthusiastic and creative individual to join our small but dedicated team, helping to develop our current activities to reach our ambitious fundraising income targets. We are currently at the start of developing our new income strategy for increasing and diversifying our income and is an opportune moment to join the team.

This varied and challenging position involves working on different aspects of fundraising and event coordination to secure funds so the Trust can continue our vital work across the country.

We are seeking an enthusiastic and motivated individual, who is passionate about our work and enjoys building relationships. Working closely with the fundraising team, senior volunteers and wider colleagues you will take a leading role to deliver fundraising events, activities and campaigns and expand the Trust's portfolio of events and challenges.

The post holder should be a proactive and a great team player, have great organisational and communication skills, be a strategic thinker and hands on implementer, be committed and dedicated, and enjoy working in a supportive and flexible manner.

The successful candidate should be able to demonstrate the following:

- Experience planning, coordinating and delivering events to a high standard, preferably within the non-profit sector.
- Exceptional written and verbal communication skills, able to communicate to a wide range of stakeholders.
- Highly organised with excellent attention to detail.
- Able to work under pressure with the ability to prioritise workload effectively.
- Can do attitude and a team player, willing to get involved with all aspects of fundraising.
- Experience working with committees and forming and maintaining relationships with individuals and organisations.
- Confident using CRM databases (preferably Raisers Edge or similar).
- High-level working knowledge of Word and Excel.
- Ability to use initiative and be proactive in achieving results.
- High level numeracy and experience working with budgets.
- Knowledge of the Third Sector.

During your time with us you will:

Events

- Plan, coordinate and deliver our calendar of fundraising events including logistics and administration, to ensure events are meticulously planned and delivered.
- Help organise our annual Appeal Dinner, the Trust's flagship fundraising event, overseeing all administration, liaising with internal and external stakeholders and oversee adverts in Appeal Dinner brochure.
- Liaise with companies to arrange corporate events with Holocaust survivor speakers and develop relationships with existing and new companies to increase income in this area.

- Work with other colleagues to market events through targeted messaging (print, email, social media).
- Develop ideas for new fundraising campaigns, initiatives and events to grow income and cultivate new donors.

Community Fundraising

- Support fundraising campaigns including the coordination of appeals, newsletters and mailouts.
- Establish a programme of fundraising challenges (such as marathons and sporting events) to generate income and supporter engagement, building key relationships.
- Work with our Education and Outreach teams to oversee support from schools, synagogues and other institutions.
- Work with the Ambassador team to encourage and support young people to fundraise for the Trust.
- Lead on digital fundraising campaigns and prepare content for social media.
- Contribute to the upkeep and development of the organisational website, ensuring information is up to date.

General

- Build effective and appropriate internal and external relationships including donors, table hosts, and committee members.
- To manage the acknowledgment and thanking of donations where needed.
- Work collaboratively with the Fundraising team on current and future fundraising strategy and activities to shape fundraising priorities.
- Support one off events or individual supporters for ad-hoc fundraising initiative.
- Help to ensure the database is kept up to date and maintained.
- Comply with relevant legislation with regards to data protection including General Data Protection Regulation and the Data Protection Act 2018.

Like the rest of the team, you will also benefit from:

- Flexible working
- A generous annual leave policy including an office closure between Christmas and New Year.
- Enhanced Parental leave packages for employees with more than eighteen months service
- Pension
- Private medical insurance
- Sick Pay, Income Protection and Life assurance policies
- Employee Assistance Programme
- Season ticket loans

Next Steps:

To apply, interested candidates should send a CV and cover letter to recruitment@het.org.uk.
If you would like to discuss the role before applying, please contact Frankie.stanton@het.org.uk.
Applications will be reviewed on a rolling basis with a closing date of **9am Tuesday 27th August**.

Please Note:

All applicants must be eligible to work in the UK at time of application.

The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Therefore, all applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification checks, reference checks and identity checks). This role involves regulated activity relevant to children, therefore it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.