

Providing worldwide life-changing action



Candidate Brief Pack

Trust Fundraiser



We're an
Age-friendly
Employer

worldjewishrelief.org

Who we are

World Jewish Relief provides life-saving and life-changing action to people in crisis around the world. Founded in 1933 and proud to have rescued over 65,000 Jews fleeing the Nazis, World Jewish Relief today supports vulnerable people from marginalised communities, suffering the consequences of conflict and disaster. We work with our trusted local partners to help people survive the consequences of conflict and disaster, to thrive and rebuild their lives. We deliver programmes using our expertise, with urgency to achieve maximum and sustainable impact for those within and beyond our community.

Last year we assisted over 220,000 people in 23 countries worldwide with life-saving and life-changing interventions. The majority of our programmes are delivered in partnership with local organisations rooted in their own communities. Our philosophy builds on this heritage and our values insist we support those both within and beyond the Jewish community in many of the world's harshest environments recognising the dignity and potential of all people.

The Department

The post holder will join World Jewish Relief's energetic and ambitious fundraising team. With an annual income target of circa £10M, this is a fast paced, busy department made up of 11 individuals working across a wide range of portfolios, including: trusts and foundations, institutional funding, major donor fundraising, individual giving and legacies, online matched funding campaigns, and high-profile events, donor acquisition and engagement. As we continue to respond to Russia's protracted invasion of Ukraine, the global refugee crisis, and new emergencies, it is critical our fundraising team continues to strengthen our supporter base, grow our audience, and increase income generation significantly to fund the growing needs of our programme portfolio globally. This is an exciting opportunity for our new Trust Fundraiser to make a meaningful and lasting contribution to our ambitious plans and vision.



“World Jewish Relief provides life-saving and life-changing action to people in crisis around the world.”

Paul Anticoni, Chief Executive



Why World Jewish Relief

Dear Candidate,

World Jewish Relief is the Jewish community's international development and humanitarian agency. We tackle Jewish poverty and reach beyond our community. We create opportunities for those out of work to become self-reliant; we bring dignity to the elderly and we respond to international disasters.

Last year we assisted over 220,000 people in 23 countries worldwide. All of our programmes are delivered in partnership with local organisations rooted in their own communities. Our Jewish values compel us to support those both within and beyond the Jewish community in many of the world's harshest environments, recognising the dignity and potential of all people.

We pride ourselves on having a talented, welcoming and high performing team that recognises the critical role that each and everyone plays in achieving our goals. If the role of **Trust Fundraiser** appeals to you then we will look forward to receiving your application.

Kind regards,

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style and is positioned above a solid horizontal line.

Paul Anticoni
Chief Executive

The Role

Are you passionate about making a global impact through meaningful partnerships? Join World Jewish Relief and work with Trusts and Foundations to ensure the success and sustainability of our key programmes worldwide. Your role will be crucial in raising vital funds to:

- Help refugees in the UK and internally displaced people internationally find employment opportunities.
- Address the protracted humanitarian crisis and aid in the recovery of Ukraine.
- Provide essential services to older people in Eastern Europe, ensuring they live in health, security, and dignity.
- Support World Jewish Relief's climate resilience initiatives, helping communities adapt to and mitigate the effects of climate change.
- Enable World Jewish Relief to deliver swift and effective responses to international disasters.

If so, an exciting opportunity has come up for a driven, enthusiastic, and organised Trust Fundraiser with outstanding written communication skills to join our friendly, hard-working, and ambitious Major Giving Team. You will work alongside our current Senior Trust Fundraiser and Trust Fundraiser in managing the relationships, reporting, and application cycles for new and existing Trusts and Foundations. All activities will help retain our rapidly growing Major Giving programme, working with key strategic funders to deliver critical income in support of our inspirational projects and programmes.

Specific Responsibilities

- Proactively and independently manage relationships, reporting and application cycles for Trusts, Foundations, and Statutory Funders, adhering to all deadlines to maximise income generation.
- Ensure that all Trust, Foundation and Major Donor reports and applications are completed in a timely, compelling and accurate manner in accordance with donor requirements.
- Work closely with colleagues in the programme management team to identify projects suitable for prospective funders. Using the information provided, build compelling and persuasive applications and cases for support. Monitor the ongoing progress of programme activities, outcomes, and finances and report back to funders, highlighting any changes as soon as possible.
- Using our database of potential donors, write quality and compelling proposals to attract new and significant sources of funding.
- Working with the Head of Major Giving, swiftly and accurately identify prospective funders at times of international disaster and approach them.
- Work with colleagues to formulate trust budgets, monitor income and expenditure, and report monthly against targets.
- Maintain accurate and up-to-date records, meeting notes and project restrictions on World Jewish Relief's database (Raiser's Edge).

The Person

This is a crucial role in the fundraising department and the organisation as a whole. We are looking for someone with a highly professional attitude, outstanding written communication and organisational skills and a can-do, proactive approach, who shares a commitment to World Jewish Relief's mission and values. A strong candidate would be strategic, pay great attention to detail and have a demonstrable track record of successfully building long-lasting relationships with funders, clients, or other key stakeholders.

You will be able to demonstrate the following:

Knowledge and Experience

- Previous experience of fundraising within a trusts, statutory or grants role, or other relationship management/business development positions.
- Personally building relationships to secure four and five figure plus grants or other key, long-term, income generating accounts.
- Experience of researching and developing proposals for funders, clients, or other stakeholders.
- Experience of building both narrative and financial reports for funders, clients, or other stakeholders.
- Managing multiple stakeholders, including funders/clients, and colleagues.
- Experience of working to deadlines and meeting financial targets.

Skills and Abilities

- Highly developed writing skills - the ability to write compelling and accessible proposals, reports and appeals.
- Numerate with a good understanding of financial budgeting, management and reporting processes.
- A proactive, enthusiastic and open approach to engaging with colleagues, partners, and funders.
- Outstanding relationship-building skills.
- Systematic and organised approach to work.
- Excellent attention to detail.
- Reliability and honesty.

Other

Essential

- A commitment and empathy to the work and values of World Jewish Relief.
- Proactive, motivated and enthusiastic: contributes energy and a positive attitude.
- The ability to build effective working relationships with colleagues, partners, supporters and stakeholders.

Employee Benefits

- 23 days holiday plus bank holidays and Jewish holidays. After 2 years' service holiday entitlement increases to 25 days.
- Pension scheme - we contribute 5% to the World Jewish Relief pension scheme.
- Life Insurance - up to 3 times salary to nominated beneficiaries.
- Health Cash Plan - cash back to cover the costs of dental treatment, optical care, specialist consultations and a range of complementary therapies.
- Enhanced maternity & paternity pay.
- Employee Assistance Programme - free, confidential advice or support with any personal or work related concerns or free counselling if needed.
- Season ticket / travel to work loan.
- Cycle to Work Scheme.
- On Friday the office closes at 3pm.
- We encourage flexible working and offer a range of flexible working options.

Terms and Conditions

Salary £31,000-£33,000 depending on experience.

Contract Full time, permanent.

Hours Normal hours of work are 9:00 am to 5.30 p.m. Monday to Thursday and 9.00 am to 3.00 p.m. on Friday.

Location Hybrid working between our offices in NW2 and working from home.

Safeguarding

World Jewish Relief is participating in the Inter-Agency Scheme for the Disclosure of Safeguarding - Related Misconduct in Recruitment Process within the Humanitarian and Development Sector. We will therefore seek information about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed when we obtain references from successful applicants.

Equality, Diversity and Inclusion

World Jewish Relief promotes equality, diversity and inclusion in our workplace. We invite and welcome applicants from diverse backgrounds. We encourage applications from candidates of different ethnicities, socio-economic backgrounds, race, gender, age, disability, sexual orientation and of faith or none that meet the criteria set out for this role. You don't need to be Jewish to work for us, but you must share our desire to assist those who need help based on their vulnerability, not their identity, recognising the dignity and potential of all people.



How to Apply

As part of your application, we ask you to demonstrate your suitability for the role by answering the following questions in your cover letter:

1. Why does this role appeal to you?
2. Referring to the Job Specification, what skills do you have that will help you excel in this role?

Closing date: Thursday 1st August, 23:59

