

Job Description: Office and fundraising administrator

Yachad is a British Jewish organisation that works within the Jewish community to build support for a political resolution to the Israeli-Palestinian conflict. Our work involves education, political advocacy and fundraising. We regularly organise delegations to the region alongside a comprehensive UK based programme. We are recruiting for an office and fundraising administrator, a crucial role in a busy and dynamic organisation with a small office team. This role provides an excellent opportunity for someone looking to build their experience in the charity and not-for-profit sector, working in the heart of an organisation whose primary focus is a conflict that remains at the top of international political agendas.

The primary role of the office and fundraising administrator is to ensure the smooth day-to-day running of our offices in Kings Cross. This role involves working across all aspects of the organisations work: education; political advocacy and fundraising, with all members of the Yachad team. It will involve working closely with the director to oversee all aspects of the organisation's day to day operations. Two key areas of the role are to support the administration of Yachad's fundraising, and to ensure the smooth day-to-day running of the organisation. We are looking for a dynamic self-starter, who has some administrative experience and a proven ability to learn new skills and to work with a wide variety of software and platforms. They need to be adept at working with data, be able to complete and manage complex and simple administrative tasks such as mail merges, and create new office management systems. The person in post needs to have excellent attention to detail and be supportive of the aims of the organisation.

Hours: Full time – Monday to Friday

Start date: Monday 4th February 2019 or as close to this date as possible

Location: Yachad offices in Kings Cross

Reporting to: Director

Salary: £22,000 - £26,000 dependent on experience + 5% pension contribution

Responsibilities

| Task | Description |
|--------------------------|---|
| Administration of donors | <ul style="list-style-type: none"> • Recording and logging of regular monthly donations and one off donations • Recording, logging and thanking of postal donations • Ensuring donors are reminded to give at the appropriate time • Creating database reminders for donors to contribute • Submitting Gift Aid claims to the HMRC |

| | |
|--|--|
| Administration of fundraising appeals | <p>Overseeing the administration and delivery of fundraising appeals which includes:</p> <ul style="list-style-type: none"> • Completing required printing, mail merges etc • Liaising with mailing houses to ensure delivery of postal appeals • Overseeing in house postal appeals • Checking and cleaning up of data that is used for fundraising appeals |
| Administration of fundraising events | <p>Overseeing the administration of fundraising events including:</p> <ul style="list-style-type: none"> • Searching for, and booking appropriate venues and other service providers • Managing logistics of fundraising events • Issuing invites to events • Working at fundraising events to ensure smooth delivery |
| Supporting work with Parliamentarians | <ul style="list-style-type: none"> • Supporting staff to maintain an up-to-date database of parliamentarians that are supportive of Yachad's work • Providing administrative support for events with MPs • Liaising with MPs offices in relation to event and other logistics |
| Banking administration | <ul style="list-style-type: none"> • Setting up and authorising of banking payments including salaries, payments to HMRC and pension funds • Ensuring timely payment of all invoices |
| Speaker hospitality | <ul style="list-style-type: none"> • Booking flights and accommodation for guest speakers • Working with other team members to ensure speakers needs are provided for whilst in the UK |
| Trips and delegations | <ul style="list-style-type: none"> • Handling the administration of trip and delegations to the region |
| Managing logistics of trustees' meetings | <ul style="list-style-type: none"> • Booking meeting rooms and organising catering • Scheduling board meetings as and when required |
| Other tasks as and when required | <p>This may include:</p> <ul style="list-style-type: none"> • Helping with general diary scheduling • Attending events outside of the office to support their delivery • Supporting other team members in their roles • Undertaking donor research and other research as and when required by the |

Skills and knowledge required:

- Ability to easily learn to use databases and other relevant platforms and technology
- Excellent proficiency in Microsoft Office including being able to undertake key tasks such as mail mergers
- Excellent IT skills
- Ability to communicate well in writing (you will be required to write to donors regularly)
- Excellent attention to detail
- Ability to work well as part of a team and with other volunteers
- Ability to oversee and manage projects on an ongoing basis
- A self-starter that is able to take initiative and work independently on new projects
- Excellent organisational skills

Experience required:

- Prior administrative experience
- Prior experience of administrating fundraising preferred but not essential
- Experience of using databases - Salesforce experience preferable
- Proficiency in IT and ability to learn how to use new equipment
- Experience of using project management software preferred

The candidate must be sympathetic to the aims of Yachad and willing to learn new skills

To apply: please send a copy of your CV and a covering letter of no more than two pages, outlining how you meet the necessary skills, knowledge and experience required, to info@yachad.org.uk.

The closing date for applications is 5pm, Monday 21st January.

Please note, we will not accept applications where a cover letter has not been provided.