

# Careers



## Fundraising Executive

*Full time, based in Manchester*

Raising money for one of the community's most high-profile and respected organisations is a privilege. Our focus is strongly oriented towards major donors and covers the entire UK. You will play a strategic role in the achievement of the organisation's fundraising goals. You will work collaboratively with key internal colleagues in addition to external contacts including donors, prospects, lay leaders and suppliers.

### **Main duties include:**

- To increase the level of donations in the Manchester and the Northern Region of the UK
- To increase the numbers of donors and thereby broaden our engagement with the local community
- To create a lay leader structure including an effective committee which meets on a regular basis
- To run a series of fundraising and awareness events throughout the year
- To identify and cultivate new donors
- To win donations via a mix of campaign types including direct mail, social media, legacy and trust applications
- To run campaigns in other northern centres e.g. Birmingham, Leeds, Newcastle, Glasgow and Liverpool

### **The ideal candidate should have:**

- Relevant work experience in a commercial marketing or charitable organisation
- Excellent written and oral communication skills
- Strong organisational skills with the ability to prioritise activities and focus on details
- High level of numeracy and IT competence
- Educated to at least degree level
- Significant experience of developing complex project proposals, data and budgets
- Experience of developing excellent working relationships
- Results oriented with a positive outlook
- Ability to generate creative ideas in line with strategic objectives – managing them from implementation to completion
- A working knowledge of the UK Jewish Community: its institutions and culture

Applicants are invited to submit their CV together with covering letter to [careers@cst.org.uk](mailto:careers@cst.org.uk), writing 'Manchester fundraising executive' in the subject heading.

Closing date for applications is 30 April 2019 but may close earlier if a suitable candidate is found.