

Careers



Fundraising Executive (one-year maternity cover)

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.

We also expect you to plan and action a strategy to raise the profile of CST within the community with the aim of recruiting more volunteers into the organisation.

Main duties include:

- To increase the level of donations in the Manchester and the Northern Region of the UK
- To raise the profile of CST to help with the current recruitment campaign
- 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, writing 'Manchester fundraising executive' in the subject heading.

Closing date for applications is 31 March 2020 but may close earlier if a suitable candidate is found.