



Fundraising Executive (maternity cover)

Manchester (Full time or part time)

This is an opportunity to support our national fundraising department raise money for one of the community's most high-profile and respected organisations. CST does not charge for any of its vital services and depends almost entirely upon charitable donations to cover its costs. Our fundraising focus is orientated towards major donors and covers the entire UK although this role will be strongly focused on the northern region.

The successful applicant will report to the Northern Regional Director and Director of Fundraising and 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:

- Taking lead responsibility for current areas of focus, especially the management of fundraising events in the Northwest
- Working on other projects and various campaigns
- Always ensuring the highest quality of donor care
- Engaging with trustees, committee members, table hosts and other key lay leaders.
- Maintaining the department's high standards of output and conduct, making it a role model for best practice within our sector

The ideal candidate should have:

- Relevant work experience in a commercial or charitable organisation
- Excellent written and verbal communication skills
- A high level of numeracy, accuracy, and IT competence
- Strong interpersonal skills and relationship-building abilities
- Excellent administrative and time management skills, with strong attention to detail
- The ability to use own initiative and manage own workload.
- Excellent customer service skills on telephone, in writing and in person
- A respect for the often confidential and sensitive nature of our transactions
- The ability to interact confidently and build relationships with a wide range of types, at all levels.
- A working understanding of the Jewish community.
- The ability to remain calm when busy under pressure.

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing '**Fundraising Executive – Maternity Cover**' in the subject heading.

Closing date for applications: **28 June 2024** but may close earlier if a suitable candidate is found.