



## Fundraising Database Administrator

<b>Location:</b>	NW London
<b>Salary:</b>	£32K - £42k depending on experience
<b>Benefits:</b>	20 days leave plus bank and Jewish holidays, pension, income protection, life assurance, cycle to work, eye care, EAP, on-site CrossFit style gym plus fitness suite, psychological support, and L & D opportunities.
<b>Hours:</b>	Full time (35 hours)

***This role profile highlights the key areas of responsibility for the role. Upon application candidates will be sent the full job description***

You will be a vital part in our fundraising administration team which provides the highest quality of care to our supporters. With a focus on managing our growing database of donors, you will work to improve the quality of our data to a high standard.

You will ensure accurate record keeping, as well as generating reports, providing data analysis, and delivering improvements to our donor experience.

You will be expected to take share of the main responsibilities of the fundraising administration team in addition to being responsible for maintaining a high-quality donor database.

Working closely with the Donor Support Manager, and the Director and Deputy Director of Fundraising, colleagues across the organisation, and our trustees, you will play a pivotal role in the achievement of the Department's goals.

You will need an understanding of the UK Jewish community and the sensitivity and confidentiality around elements of our work.

### **Main areas of accountability and responsibility:**

- Maintain the highest quality donor data to ensure a high level of data integrity and accuracy.
- Produce regular management reports and analytics to help the fundraising department drive a strategy of continuous improvement in all aspects of its work.
- Ensure that our IT systems are functioning optimally to support the Department and its goals.
- Contribute towards the strong relationship between the charity, its lay-leaders, and its donors.
- Involvement with the overall fundraising efforts of the team

### **The ideal candidate will have:**

- Recent experience of looking after donors/customers in a sales, marketing, or fundraising environment and managing organisational data and databases in a donor or customer service environment
- The ability to identify trends and opportunities through data analysis.
- Excellent IT skills including database applications; experience of managing data, ideally with Raiser's Edge, or similar fundraising or CRM products and advanced Excel skills.
- Possess excellent analytical skills with an eye for detail.
- Strong written, verbal, and interpersonal communication skills.

Applicants must submit their CV together with covering letter to [careers@cst.org.uk](mailto:careers@cst.org.uk), writing **'Fundraising Database Administrator**

**Closing date for applications: 29 February 2024 but may close earlier if a suitable candidate is found.**