



JVN Fundraising Data Administrator

Job Description

June 2021

Our Purpose

We believe that volunteering changes lives, communities and society and everyone can be inspired to do it.

The Jewish Volunteering Network (JVN) promotes volunteering and connects and supports volunteers for the benefit of charities across the Jewish community and wider charity sector.

Our Vision

JVN will be the Jewish community's centre of volunteering excellence by 2023.

Our Strategic Objectives *(image to be changed)*



Our Values

- We promote volunteering to all
- We apply the highest standards of integrity and transparency to all aspects of our work, acting ethically in all we deliver
- We are guided by the imperatives of *Tikkun Olam* (healing the world) and *Gemilut Chasadim* (acts of kindness)
- We work respectfully across all communities
- We believe that volunteering should be a positive, safe and rewarding experience for the volunteer and those people they are helping

JVN Fundraising Data Administrator

The Role

This role is key to supporting JVN's fundraising activities. The successful candidate will have the opportunity to enable JVN to achieve our purpose by supporting the fundraising operation. This role requires a highly organised and financially literate person. It brings the opportunity to:

- Play a valuable supportive role to those fundraising for the organisation
- Develop your knowledge of the charity sector

You will need to approach the work with a high degree of commitment, attention to detail and flexibility.

Reporting to

Chair and Chief Executive

Hours

This is a 2 half days per week role (2 x 4 hours), preferably Tuesdays and Thursdays. Part home working will be considered.

Extra hours will be needed for the 3 months around the annual Awards event of the year (December/January) for additional pay.

Responsibilities

Financial information support

- Working closely with the Chair of Trustees to provide information to report to the Trustees
- Administer canvassing lists and provide monthly updates to canvassers
- Provide monthly fundraising reports to Chair and CEO on financial position
- Administer the fundraising database
- Liaise with the Finance Administrator to ensure all donations are entered correctly on the database

Communication with donors

- Administer and follow up donors' pledges and payments
- Send thank you letters and receipts for donations
- Send mailshots to donors

JVN Celebration of Volunteering Awards

- Administer Awards sponsorship and advertising process
- Attend regular update meetings and update information as needed

JVN Fundraising Data Administrator

Person Specification

Skills & Abilities

Essential:

- Financial literacy
- Data management/database experience
- Efficient and effective organisation and administration
- Proficient IT skills (Excel, Word and PowerPoint)
- Methodical and gives high attention to detail

- Good interpersonal and verbal communication skills
- Flexible approach to a range of tasks
- Ability to work on several areas to deadlines in a busy environment
- Ability to plan and initiate work effectively, both independently and as part of a team
- Able to stay calm at very busy times

Desirable:

- Passion for and experience of volunteering
- Fundraising administration experience
- Knowledge of the Jewish community and wider charitable sector

Salary:

£6,000 per annum

Working Hours:

Two half days per week (2 x 4 hours), preferably on Tuesdays and Thursdays

JVN's working hours are Monday to Thursday 9.00am-5.30pm, Fridays 9.00am-1.00pm (winter), 9.00am-3pm (summer) with half an hour break for lunch (unpaid).

There will be some out of regular hours work needed on occasions (without additional pay).

Extra hours will be needed for the 3 months around the annual Awards event of the year (December/January) for additional pay.

Holidays:

5 days plus proportion of bank holidays.

Jewish Festivals:

JVN is closed for Jewish festivals when they fall on working days (Rosh Hashanah, Yom Kippur, Shavuot, Sukkot – first two days and Shemini Atzeret and Simchat Torah).

Location:

This role is based at the JVN offices in Bet Meir, Schaller House, Albert Road, London NW4 2SJ.