

Sector: **Not for profit**

Hours: **Fulltime (will consider 4 days a week)**

Salary: **£40-£50,000 (commensurate on experience)**

We are seeking an experienced, confident Head of Events & Fundraising to develop and grow ORT UK's portfolio of events to generate more than £500,000 per annum, driving forward this important part of our overall fundraising activity.

Working alongside the Chief Executive and Board of Trustees, this role will also have responsibility for the stewardship and cultivation of existing and new donors, raising the substantial funds required to fund ORT projects in Israel, the Former Soviet Union & ORT JUMP.

We are looking for someone with a highly professional attitude who will relish the opportunity to take an already successful events portfolio to the next level as well as overseeing the development of a range of new events for ORT UK.

A strong candidate would be able to take a strategic overview, but also pay great attention to detail; he or she would be able to inspire and lead, to delegate and roll up their own sleeves when needed. He or she will remain calm in the face of adversity and will have experience of planning and delivering large scale events to a high standard, as well as excellent communication, organisational and teamwork skills.

ORT overview

ORT UK is the UK arm of World ORT. ORT has been transforming lives through training and education since 1880. From focusing on teaching 19th century Jews essential trades and professions, we have evolved to provide valuable learning skills and competencies that empower individuals and strengthen communities and Jewish life worldwide.

The ORT network reaches more than 200,000 people a year in schools, universities, and training programs, in more than 30 countries. We bridge the gap between ability and opportunity by providing the best education for our students and communities.

Job Overview/Main Duties

1. Responsible for the end-to-end delivery of the ORT UK Events portfolio (currently the Dinner, Business Breakfast, Lunch, & ORT JUMP Graduation)
2. Responsible for appropriate donor stewardship; playing an active role, alongside the Chief Executive, engaging with existing and identifying potential new donors
3. Work alongside the Chief Executive and Marketing Officer to create and implement the annual fundraising campaign
4. Play a role as a member of the senior management team, stepping in place of the CEO to lead the team as required
5. Oversee the Events Coordinator/Fieldworker to deliver profile building events such as; PWN, Marathon, Community Fun Run, thORTs, NXT etc.
6. Support on the overall communications of ORT UK (brand messaging, design look and feel)

RESPONSIBILITIES:

Events

- Primary responsibility for all major ORT UK events (currently Dinner, Business Breakfast, Lunch, & ORT JUMP Graduation) including; devising, planning, co-ordinating and administering events
- Manage the successful implementation of the events ensuring detailed budgets, plans, timelines and KPI's are in place for all activities and that all events are thoroughly reviewed, and improvements implemented
- Develop and manage a fully integrated marketing strategy for all events in conjunction with the Marketing Officer
- Ensure that virtual events are professionally and seamlessly executed using best practice technology and production support
- Work closely with third party event suppliers and to regularly review pricing
- Identify new events and content that could be added to the portfolio considering market trends, competitor and supporter intelligence and present business cases for approval

Fundraising:

- Maintain, develop and improve relationships with existing donors
- Ensure all aspects of the fundraising path – from identification of the potential donor through to collection of the donation to thanking and appropriately recognising the donor – are delivered to the highest standard and are differentiated appropriately
- Where appropriate support and facilitate potential fundraising committees, working closely with the Board of Trustees
- Identify and create pathways to support staff and key lay-leaders to nurture, retain and develop relationships new donors
- Utilising ORT UK's event portfolio to steward and develop relationships with donors as appropriate
- Playing a key role in ORT UK's fundraising strategy by approaching current and new funders with key messages
- Work closely with the ORT UK Office Manager to ensure that we are utilising Raisers Edge in the most efficient way possible and our database is up to date

Ideal candidate profile

We are seeking applicants who have had experience organising events looking for a change or step up in responsibility. Experience working in the Jewish community is preferable but not essential, as is experience working in the charity sector.

ORT UK is going through an exciting time, as it becomes more aligned with World ORT and the rest of the international network. We were proud to have remained active during the pandemic, growing our audience through our series of virtual events and we are now looking for someone to build on our existing events portfolio, considering the use of virtual and in person events.

Essential skills:

- Experience in planning high quality events e.g. Dinners for 250 + guests
- Experience of developing strategic plans and delivering to budgets
- Experience of setting up, managing and developing external communications, campaigns and events
- Experience of building and maintaining long term relationships with individuals at all levels
- Excellent interpersonal skills including persuasive, diplomatic networking and negotiation skills and ability to represent the organisation effectively at all levels
- Experience of database systems such as Raisers Edge
- Excellent planning, project management and organisational skills, including ability to deliver multiple priorities whilst retaining a thorough attention to detail
- Good strategic, analytical and evaluative skills, including creation of innovative approaches and events
- Excellent computer skills (MS Office Word, Excel and Power Point) and able to learn new programs quickly (databases, etc.)
- Strong writing and verbal communication skills

For more information or to apply send a short cover letter and a copy of your CV to recruit@ort.org by Friday 18th February.

This role may involve working out of hours and occasional international travel.