

## ORT UK Community Fundraising and Engagement Officer

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Sector: **Not for profit**

Hours: **Full time (will consider 4 days a week)**

Salary: **£25,000 - £30,000 (commensurate on experience)**

Location: **Hybrid working (Office based in NW London)**

We are seeking a Community Fundraising & Engagement Officer to develop and implement ORT UK's strategy, to nurture the next generation of ORT UK donors and enhance our community engagement programmes. This role will have the responsibility of connecting, leading and inspiring new young supporters through their journey with ORT UK.

In this role you can expect to create and deliver exciting fundraising initiatives, new engagement opportunities, as well as expanding the breadth and reach of The ORT JUMP Programme. The role will suit a self-motivated, creative, and enthusiastic individual who is well organised, a great communicator and passionate about working with young people. There is a genuine opportunity to be innovative and create your own ideas to help us engage with both the wider community and our alumni. You will need a can-do attitude and the willingness to roll up your sleeves and jump right in.

This is an exciting opportunity for a self-starter and team player to join our growing team and make a big impact in a newly created post, to help us grow our income to fund ORT projects in Israel, the Former Soviet Union & ORT JUMP.

### Ideal candidate profile

We are seeking applicants who have had experience organising events and programmes for young people 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 and expanding our operations in the UK.

### Job Overview/Main Duties

1. Be the lead point of contact working alongside the CEO and Head of Development to lead and implement the ORT UK next generation donor strategy
2. Lead, plan, and project manage an annual cycle of income generation, cultivation, engagement, and events for our next generation of donors, in conjunction with the existing events portfolio and identify potential new ORT UK leaders and donors

3. Develop and have ownership of each different stage of the next generation of ORT UK donor's journey, developing opportunities to increase their engagement, and cultivating their giving levels
4. Prepare, organise, and deliver fundraising appeals, events, and marketing activities, with agreed objectives, as defined by Annual Fundraising and Marketing strategy
5. Develop ORT UK's Challenges Programme to enhance the ORT UK brand e.g. Marathon, Community Fun Run etc.
6. To proactively research, canvass and build relationships with communal organisations with a view of expanding the breadth and reach of The ORT JUMP Programme
7. Work alongside the ORT JUMP and Fundraising teams to create and launch new engagement opportunities for our existing supporters and alumni from our programmes
8. Work alongside the World ORT Education Team to explore and develop opportunities for our existing supporters and alumni to participate in overseas World ORT programmes
9. 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

### **Desirable skills:**

- Experience in planning high quality events for youth, students or young adults
- 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
- 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 programmes quickly
- Strong written and verbal communication skills

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

## ORT UK OVERVIEW

ORT UK is part of the ORT global network, which has been transforming lives through training and education since 1880. From its origins, teaching impoverished Russian Jews essential trades and professions, ORT has evolved to provide 21st century skills to empower people and strengthen communities.

The ORT network now reaches over 200,000 people a year in more than 30 countries through schools and training programmes. We provide a combination of high-level science and technology education driven by Jewish values, bridging the gap between ability and opportunity.

ORT UK was founded in 1921 to fundraise for ORT's international projects and teach skilled trades to Jewish communities trapped in poverty. Today, ORT UK continues to support global projects through a series of annual fundraising events. We also run local projects including the ORT JUMP Programme and the ORT NXT Lay Leadership Programme.

We are passionate about unleashing the potential of young people so they can lead fulfilling lives and have a positive impact on the world around them.

**For more information or to apply, send a short cover letter and a copy of your CV to [recruit@ort.org](mailto:recruit@ort.org) by 5th September with interviews taking place on 14th September.**