



# ORT UK

## Trusts & Grants Fundraising Manager

Sector: **Not for profit**

Hours: **Part-time 2 to 3 days a week**

Salary: **Package of £30 – £35k (commensurate on experience)**

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

ORT UK has grown significantly in the past two years, and we are seeking a Trusts & Grants Fundraising Manager to work directly with the ORT UK Fundraising team and the World ORT Operations & Education team.

### JOB OVERVIEW

This role is to manage the strategy and long-term development of ORT UK's Trusts and Grants fundraising programme to:

- Grow the number, value and type of successful grant applications
- Manage the development of productive relationships with new funders
- Facilitate delivery of excellent grants management including improved regular reporting of outcomes and appropriate stewardship

### Key Accountabilities/Responsibilities

- Develop and maintain knowledge and understanding of World ORT & ORT UK's programmes to ensure high-quality applications
- Responsible for researching and identifying potential prospects suitable for applications for World ORT & ORT UK projects as appropriate or per funding opportunities available for application
- Manage and develop ORT UK's existing portfolio of trusts and foundations to maximise sustainable restricted income
- Responsible to ensure applications are drafted and submitted within appropriate timeline meeting deadlines, working in collaboration with; the World ORT Program Operations Manager, ORT UK CEO and World ORT & ORT UK Programme teams to support the ongoing application process
- Work closely with World ORT & ORT UK to ensure clarity of relationship management and stewardship is in place and all gifts are captured accurately on the supporter database
- Actively participate in World ORT & ORT UK meetings and events as required
- Presenting to all parties on behalf of the organisation as required



## Ideal Candidate Profile

The ideal candidate should be self-motivated, proactive, effective at decision making, should be able to demonstrate a high level of integrity and discretion in handling confidential information as well as professionalism in dealing with trustees, donors, and internal & external stakeholders.

## Essential Skills

- Successful, recent track record of applications to trust and grant providers at six-figure level and above
- Experience of relationship management and stewardship of professional philanthropic organisations and individuals
- Excellent verbal and written communication skills able to complete complex applications and write compelling copy
- Numerate and able to use skills to formulate budgets, extract data and create reports
- Able to lead face to face meetings with existing and potential funding providers
- Proficient user of Windows-based software packages including Word, Excel, Outlook, PowerPoint, Microsoft Teams. Able to utilise cloud-based file sharing (Sharepoint, One Drive etc)
- Strong team player able to contribute to the wider ORT UK Fundraising and Marketing strategy as well as work effectively within a cross functional team with World ORT

## Desirable

- Proficient user of Raisers Edge or other CRM software
- Experience and knowledge of the UK Jewish community
- Able to deliver presentations and information to stakeholders
- Experience managing internal and external stakeholders

**This role will involve working out of hours and may involve 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 [Hayley.Costa@ortuk.org](mailto:Hayley.Costa@ortuk.org)**