



Candidate Information Pack

Trust Fundraiser

JULY 2024





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A LETTER FROM JOSEPH STEINBERG, CHIEF EXECUTIVE



Dear applicant

Thank you for your interest in the Trust Fundraiser role. The enclosed job description and person specification will tell you about the job and detail the kind of person we are looking for. Additionally, you will find our website <https://www.imjp.org> a useful source of information about our mission and ministry to Jewish people.

Over the past 10 years, it's been my privilege to serve as CEO of International Mission to Jewish People (IMJP) and I am encouraged by the immense growth we have seen as an organisation. We have a single focus; to take the Good News of Jesus the Messiah to the Jewish people. And this focus is creating more opportunities to spread the gospel among the Jewish people and so generating greater interest in our work - and more support. This new Trust Fundraiser role is key to that continued growth and you will play a pivotal role in both raising funds and communicating about the work that we do with trusts and other similar grant makers.

IMJP is wholeheartedly committed to bringing the Good News of Jesus back to the Jewish people from whom it came and ensuring that the Jewish people's need of the gospel remains on the radar of the Church. This was why we came into existence nearly 200 years ago; to preach the gospel to Jewish people and to help them become followers of the Messiah Jesus.

The person we are seeking is an experienced fundraiser with the confidence yet sensitivity to build strong relationships with our donors and donor prospects. The successful applicant will be responsible for the development of Trusts and Grants applications. We already have a loyal support base and we are looking for someone to build on this goodwill, to help us to grow our income and generate new donors.

This is a fantastic role, with the opportunity to have a big impact for the organisation, helping us raise the money needed to reach even more Jewish people with the Good News of Jesus.

If you would like more information about this new and exciting role, you can contact Sarah Divina or Sara Ginn of Action Planning, who are managing the recruitment process for us at sarah.divina@actionplanning.co.uk or sara.ginn@actionplanning.co.uk.

Thank you for praying about and considering this role. Please pray for us as we seek God's wisdom and guidance for appointing the right person to the post.

Kind Regards,



Joseph Steinberg
CEO



ABOUT INTERNATIONAL MISSION TO JEWISH PEOPLE (IMJP)



IMJP has been at the cutting edge of cross-cultural mission since 1842 and was formed by people with a vision and passion for the salvation of the Jewish people. Originally the British Society for the Propagation of the Gospel among the Jews (BJS), the Society was founded at an inaugural meeting in Regent Square, supported by British evangelical leaders such as Robert Murray M'Cheyne and the great Baptist preacher Charles Haddon Spurgeon.

The Holocaust brought the work of Jewish mission in Europe to a grinding halt but through the heroic efforts of Rev I E Davidson, of the Barbican Mission to the Jews (later part of CWI), over a hundred Jewish children were air-lifted from certain death in Nazi-occupied Europe. A significant number of those children became believers and of those who came to faith, a high proportion went into Christian ministry.

As the work expanded, in 1965 the mission became the International Society for the Evangelization of the Jews (IJS) and eleven years later, in 1976, joined with the Barbican Mission to the Jews, founded in 1879, to become Christian Witness to Israel.

Nearly 200 years after it came into existence, International Mission to Jewish People is still at the cutting edge of cross-cultural, multi-cultural, international and interdenominational mission to the Jewish people, sharing the Good News that the Messiah promised through the ancient Jewish prophets has come, and his name is Jesus.

IMJP is on the threshold of yet more exciting change as we seek to respond to the challenge and commission taken-up by our founders to proclaim Jesus as Messiah and Lord to Jewish people today.

FUNDING

We are a mission that, in faith, depends on God and his people to provide for our needs. The Mission seeks to raise funds by making its work known through public meetings and Christian events, as well as print and e-media.

Members of staff, especially our missionaries, do a lot of the work on the ground by presenting the work of the Mission at churches and Christian fellowships, and through the Mission's publications.

Current and historical financial and associated information can be found in the Trustees' Annual Report & Accounts, available on the Charity Commission website at <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/271323>

You can find more information about what we believe and teach in our brochure "Who we are, What we do and What we believe" which is being sent to all candidates under separate cover.



ABOUT THE ROLE

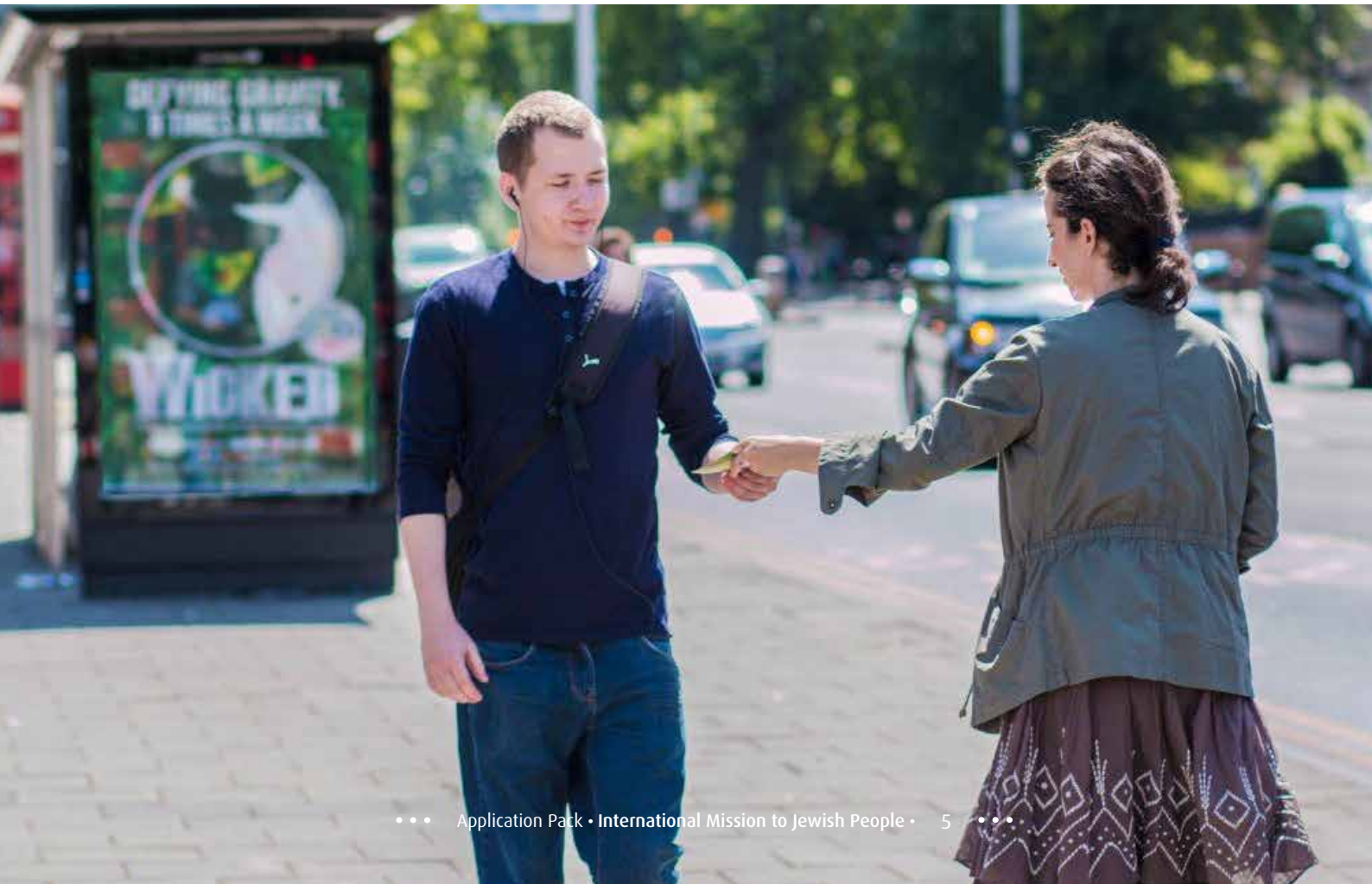


This is an exciting time to join the Fundraising and Communications Team at International Mission to Jewish People. With a new Director of Fundraising and Communications who started within the last year, and a new strategy document to work with, now is the time to help us get to the next level with Trust and Foundation grants.

Already having a strong base of Trust and Foundation connections, there is a lot to build on. However, our ambition is to focus more strategically on applications of a higher value to maximise our income. We want to maintain links with existing funding supporters whilst exploring new avenues as well.

We need someone who already has experience of securing significant income from Trusts and Foundations, to come in and hit the ground running. We want to progress our portfolio and increase our overall income. You will ideally have held a Trust Fundraiser position within a Christian charity, and will be used to packaging up projects to match the specific requirements of appropriate funders.

The Trust Fundraiser will report directly to the Director of Fundraising and Communications and will form part of a team with two Communications Officers.



QUI PEUT AMENER LA PAIX?

Bien sûr, c'est d'abord
nous-mêmes

Dieu

des hommes
et

propres actions

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des hommes
et

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My Mommy

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Dieu

Dieu

Le dialogue qui
gagne le monde
du monde

BEAUCOUP
VOTRE
TERRASSE

Une paix durable
avec Israël n'est
possible que par
l'annulation de
l'apartheid

Messiah

JOB DESCRIPTION



Charity: International Mission to Jewish People – sharing the Good News of Jesus with Jewish people around the world

Responsible To: Director of Fundraising & Communications

Hours of Work: 35 hours per week

Location: International Mission to Jewish People Head Office, Eynsham, Oxfordshire

Salary: £35,000 per annum

Benefits: 25 days annual leave (plus Bank Holidays), Healthcare and Pension

IMJP are open to discussing hybrid working option and / or part time hours for the right candidate. Please let us know when you apply if you are interested in this.

PURPOSE OF JOB:

To develop and grow income from Trusts and Foundations, generating sustainable income and contributing to the delivery of the fundraising strategy and our impact.

CORE DUTIES AND RESPONSIBILITIES:

- Research relevant Trusts and Grant making bodies, preparing and writing applications and taking responsibility for this income stream and nurturing these key relationships to support our mission work.
- Write tailored, high-quality applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- Ensure that applications are compelling, detailed and aligned with our mission
- Ensure that all donations and grants are properly acknowledged in a timely fashion and all reporting requirements are met.
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses, and areas for development.
- Report regularly on key performance criteria.
- Identify budgeted activities that can be packaged as projects and contribute new ideas for fundraising and identify suitable funding initiatives and calls for proposals.
- Work with relevant colleagues to monitor restricted funds.
- Monitor and manage the existing Trust pipeline, recording all Trust fundraising activity on our system.
- Produce detailed annual action plans on specific areas of responsibility outlined above, identifying areas for growth and development.

GENERAL

- Support the Director of Fundraising and Communications in the development and implementation of a fundraising strategy to maximise income.
- Ensure close collaborative working within the Fundraising and Communications team.
- Support the Director of Fundraising on other related fundraising projects as needs arise.



PERSON SPECIFICATION



ESSENTIAL

- Experience of researching Trust funding opportunities.
- Previous experience in Trusts or Corporate fundraising.
- Proven record of successful applications for substantial funding from Trusts and grant-making bodies
- Demonstrable ability to develop relationships with Trusts
- Competence with databases, Excel, Word and Outlook
- Excellent relationship building and communication skills, both written and verbal
- Knowledge of UK Trusts and Foundations.
- Great attention to detail
- Sound organisational skills and ability to plan own work.
- Good team player and willingness to be flexible.
- Proactive and self-motivated
- Able to plan ahead and work within agreed timeframes
- Knowledge of current regulations and fundraising best practice e.g GDPR

DESIRABLE

- Knowledge about UK Trusts and Foundations which specifically fund Christian mission work
- Experience of working in the Christian charity sector
- Member of Chartered Institute of Fundraising

All jobs at International Mission to Jewish People have an occupational requirement under Schedule 9 of the Equality Act 2010 to be held by an active, practising Christian.





OUR SALARY AND BENEFITS PACKAGE



We are able to offer the successful applicant a highly competitive salary and benefits package.

SALARY:

£35,000 per annum.

HOURS:

35 hours a week (full time) – Office based.

FLEXIBLE WORKING:

We are open to discussion about flexible working options.

LOCATION:

International Mission to Jewish People Head Office,
Eynsham, Oxfordshire.

HOLIDAY:

25 days a year (full time), plus bank holidays.

IMJP are open to discussing hybrid working option and / or part time hours for the right candidate. Please let us know when you apply if you are interested in this.

PENSION SCHEME:

A generous pension scheme where the employer contribution is 8% and the employee contribution is 5%.

DEATH IN SERVICE BENEFIT:

Lump sum payment of 1 year's annual salary and 30% of annual salary paid to dependent for their life.

TRAINING AND DEVELOPMENT:

We aim to create a learning environment that enables all our employees to be proficient in their job and to feel that they make a valuable contribution to the Charity's overall achievement. You will be able to request time to train or to undertake accredited programmes leading to a qualification, or, for unaccredited training, request assistance to help you develop skills related to your job.



HOW TO APPLY



We will be frequently reviewing applications and reserve the right to close the role once a suitable candidate has been found. Apply as soon as possible to avoid disappointment.

Applications should be sent to Sarah Divina at sarah.divina@actionplanning.co.uk

Please enclose:

- A full CV, including educational and professional qualifications, full employment history showing the more significant positions, responsibilities held, relevant achievements, budget and staff responsibilities.
- A covering letter, of no more than two pages in total, summarising your proven ability to address the areas set out in the Job Description and Person Specification and your reasons for applying.
- A completed Personal Details Form – available on the Action Planning website at www.actionplanning.co.uk/jobs-board

All applications will be treated as confidential.

International Mission to Jewish People

1 Oasis Park, Stanton Harcourt Road, Eynsham,
Witney, OX29 4TP, United Kingdom

www.impj.org

Charity Registration No. 271323/SCO41720.

A company registered in England
& Wales 01254746

Recruitment consultant

Sara Ginn

Action Planning, 99 Ashurst Road,
Tadworth, KT20 5EY

Initial screening will be conducted by Sara Ginn, Consultant, Action Planning as soon as possible after your application has been received.

If shortlisted, first stage interviews will be a shorter and relatively informal interview to take place over Zoom, and if successful you will be invited to attend a face to face interview at our office location in Oxford. Dates are dependent on availability of the panel and candidate.

