



Major Partnerships Manager

(trusts, foundations, individuals)

Candidate Brief ▶

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jpr /

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About the Institute for Jewish Policy Research /

The Institute for Jewish Policy Research (JPR) is a London-based research organisation, consultancy and think tank that specialises in contemporary Jewish issues. Formerly the Institute of Jewish Affairs, JPR has stood at the forefront of Jewish community research for several decades and is responsible for much of the data and analysis that exist on Jews in the UK and across Europe. It aims to advance the prospects of Jewish communities by conducting research, promoting informed debate and developing policy in partnership with those best placed to influence Jewish life.

JPR has extensive experience of carrying out complex and large-scale surveys of Jews in the UK and across Europe, and is also recognised as an intellectual resource with wide-ranging and expert knowledge of the dynamics of Jewish life and Jewish community affairs.

Our work covers a wide range of topics including: population trends; economics; health; education; employment; charitable giving and volunteering; social care and welfare; antisemitism; Israel-Diaspora relations; Jewish identity; social and political attitudes; and community development. All of JPR's publications can be downloaded free of charge from our website: www.jpr.org.uk

JPR is regularly commissioned by Jewish charities and other organisations to undertake research on their behalf or to share our work to support their strategic planning processes. Our recent UK clients have included the Jewish Leadership Council, JW3, JAMI, Jewish Blind and Disabled, Langdon, the Industrial Dwellings Society, and Partnerships for Jewish Schools (PaJeS).

In addition, JPR has conducted research about Jews in multiple countries across Europe and beyond (Austria, Belgium, Denmark, France, Germany, Hungary, Israel, Italy, Latvia, the Netherlands, Poland, Romania, South Africa, Spain, Sweden and Ukraine), either as part of multinational studies commissioned by international agencies, or smaller scale studies sponsored by national, local or Jewish communal bodies. Recent international and European clients have included the United Nations, the European Commission, the European Union Agency for Fundamental Rights and the Office for Security and Cooperation in Europe, as well as multiple Jewish bodies such as the World Jewish Congress, Anti-Defamation League, New York UJA Federation,

the Jewish Agency for Israel, the National Library of Israel, the Conseil Représentatif des Institutions Juive de France (CRIF), and the Dutch Jewish Humanitarian Fund.

The overarching purpose of this work is to provide leaders and policy makers working both within and beyond the Jewish community with the data and insights they need to inform their planning, whilst also making a contribution to the academic study of contemporary Jewish life. JPR's institutional ethos is to use data to make a positive and constructive contribution to Jewish life, and everything that emanates from the organisation is designed to achieve that goal.

Financials

JPR's income comes from three key sources.

1

First, the Institute has a £3 million endowment, which is managed to yield the optimal amount of income possible: currently about £100,000 per annum.

2

Second, JPR brings in fluctuating amounts of income from commissioned work – typically research projects that JPR is requested to undertake for clients, or wins in competitive tender processes, or initiates and proactively promotes to key organisations or governmental bodies.

3

Third, and most importantly in the context of this position, as a charity it raises both restricted and unrestricted funds from individuals and foundations through donations. In addition, we have recently received funding to work more proactively on research council grants, and we are looking to develop that as a fourth income stream.



The fundraising challenge

Managing fundraising work for a research institute involves a unique set of challenges. In particular, the type of research and policy work JPR undertakes is not a mass appeal type of cause; it's more intellectual and strategic than emotional and spontaneous.

The key to success in this role involves identifying potential donors who are driven by data and ideas and want to have a strategic impact on Jewish communal life and issues, and attracting them to JPR.

To do so, we are looking for a candidate who is similarly driven by the work that JPR does, eager and able to understand the detail and nuances of our most recent work, up-to-date with the latest developments in communal and global affairs, and able to communicate our mission in a sophisticated and compelling way, both verbally and, in particular, in writing.

About the role /

We are seeking to recruit for the role of Fundraising Manager in order to manage and increase our annual unrestricted income from trusts and foundations and individual donors.

JPR's current annual expenditure is approaching £1,000,000, considerably more than the amount generated from our endowment fund and commissions, so bringing in donations is essential if the Institute is to maintain and enhance its current level of output.

The work will involve two key strands:

- (i) managing an existing portfolio of trusts, foundations and individual donors who, collectively, currently contribute £275,000 per annum, and maintaining or increasing that level of income from those sources: and
- (ii) identifying trusts, foundations and individuals who may have an interest in our services, developing the appropriate relationships with them, and raising an additional £125,000 over the course of the first twelve months of the role, creating an overall portfolio of £400,000.

Targets for retention of existing donors and attraction of new ones will be adjusted each year, based on a combination of organisational goals, outcomes of the previous year and assessment of potential, with a view towards achieving an overall portfolio of at least £500,000 by the end of year three.

The work will particularly involve submitting compelling applications that further JPR's mission whilst simultaneously meeting donor needs, and reporting back to donors on our progress, particularly in writing, but also in person as appropriate.

Working with JPR trustees, the Executive Director and Director of Operations, the Fundraising Manager will play the key role in raising these amounts and ensuring that JPR continues to go from strength to strength.



Job description /

Post: Major Partnerships Manager

Reports to: Director of Operations

Hours of work: Four days per week, flexibility considered

Salary and benefits: £45,000 – £55,000 FTE plus 5% pension

Contract: Permanent

Location: 6 Greenland Place, London NW1 0AP, UK

Job purpose

To manage and increase JPR's annual unrestricted income from trusts, foundations and individual donors.

Main responsibilities

Work with JPR trustees and senior staff on JPR's **annual fundraising plan**.

Build, maintain, monitor and manage the annual **fundraising programme calendar**, to ensure that all major deadlines for applications and reporting are met.

Build a strong and well-researched **list of prospective donors**, including relevant charitable trusts and foundations involved in Jewish community development and research, and individuals active in supporting Jewish charities, but not currently investing in JPR.

Continually build, monitor and update **profiles on all existing and prospective donors** to capture their specific preferences for giving, and develop systems to manage this information effectively and in-line with data protection legislation.

Write, produce and submit accurate and compelling **written applications and materials** in line with JPR's fundraising plan.

Monitor submitted applications and ensure that all are followed up as appropriate, engaging directly with administrators and donors where required.

Set up **meetings with existing and prospective donors** for the JPR Executive Director and Trustees, and provide them with detailed briefing notes in advance outlining the appropriate approach and request.

Write and submit progress reports for existing donors in accordance with the needs of the specific donation and in line with the fundraising programming timetable.

Ensure that all donations are processed administratively, and all donors are acknowledged and thanked appropriately and efficiently.

Support JPR's fundraising programme as required, such as by attending public events and meetings with prospective donors, and working with senior colleagues to sharpen and strengthen JPR's fundraising programme and approach.



Person specification /

This position requires a candidate with outstanding writing skills, excellent administrative and organisational skills, and strong interpersonal skills.

The successful candidate will also have the ability to work cooperatively with JPR colleagues and trustees across all their work, develop effective professional relationships, and represent JPR in a thoroughly professional fashion.

JPR welcomes candidates from all different backgrounds and experiences, as well as people from any stage of their working careers.

Essential

- Excellent written skills – experience of writing, editing and producing grammatically accurate and compelling written materials to a consistently high standard for a variety of audiences;
- Excellent organisational skills – ability to hold and comply with all reporting and application deadlines;
- Good communication and networking skills – confidence in dealing with people at all levels, demonstrating professionalism and diplomacy;
- Demonstrable fundraising experience or equivalent transferable skills from the commercial sector – particularly experience of working on written grant proposals to trusts, foundations and academic institutions and high net-worth individuals;
- Good computer skills, particularly Microsoft Word and Excel;
- Excellent attention to detail;
- Financial competence and numeracy;
- Self-driven, entrepreneurial and results-orientated with a positive outlook;
- Proven ability to work well within a team and cooperatively with colleagues;
- Proven ability to work with discretion, protecting the interests of donors as appropriate.



Desirable

- Knowledge and experience of the philanthropic Jewish community;
- Knowledge and experience of the research/academic sector;
- Knowledge and experience of the European Union/European Commission grant-giving sector;
- Keen interest in contemporary Jewish issues.



Summary of terms and conditions of employment /

This section outlines basic information about employment terms and conditions. Full terms and conditions will be in the contract of employment that will be offered to the successful candidate.

Location

JPR's office is at 6 Greenland Place, London NW1 0AP, UK.

Hours of work

Part-time, four days per week, flexibility considered. Normal office hours are from 9.30 am to 5.30 pm Monday to Friday, but flexible working hours possible, mainly office-based. The successful applicant will be expected to work outside of normal working hours on occasion at relevant evening events and meetings, within reason.

Contract

Permanent.

Benefits

- The salary for this post will be set depending upon skills and experience. Salaries are paid monthly in arrears, at the end of the month;
- The annual leave entitlement is 20 days per annum FTE. JPR is closed on all statutory and Jewish holidays;
- A contribution equivalent to 5% of gross salary will be paid into a workplace pension or a personal pension of the employee's choice.



How to apply /

Before applying, candidates are strongly advised to familiarise themselves with recent JPR work by looking at the [JPR website](#), as well as other major reports on contemporary Jewish affairs in Europe and beyond (www.jpr.org.uk/archive), in order to get an idea of the type of work involved and JPR's research agenda.

Application is by way of CV and a Supporting Statement that outlines your suitability for the role and why you are interested.

To arrange a confidential conversation about the position, please contact our recruitment partner, NFP Consulting:

Simon Lloyd Director | NFP Consulting
07961 988 523 simon.lloyd@nfpconsulting.co.uk



Apply online at www.nfpconsulting.co.uk/jpr

Applications will be reviewed on a rolling basis.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to any aspect of the selection process.

Any requests will not affect the selection process.