



JOB DESCRIPTION

JOB TITLE: Development Database Administrator

LOCATION: North Finchley

WORKING HOURS: Fulltime - 35 hours per week, 5 days per week

ANNUAL SALARY: £24,000 - 26,500 per annum (depending on experience)

ANNUAL LEAVE: 20 day per annum plus Statutory Bank Holidays, and Jewish festivals

1 MAIN PURPOSE OF JOB

The Development Database Administrator will provide vital support to the Development team ensuring that projects are delivered to a high standard.

2 POSITION IN ORGANISATION

Line managed by Head of Campaigns

3 SCOPE OF JOB

NATURE & SCOPE

The Development Database Administrator will be responsible for maintaining the Development database (ThankQ).

The Development Database Administrator will effectively and efficiently receive, process and acknowledge all donations.

The Development Database Administrator will utilise the Development database to produce various reports and data extracts required by the Development team

The Development Database Administrator will coordinate the operational logistics of the Kol Nidre Appeal. This includes regular contact with the communities running the project to keep them informed and to capture their requirements and the logistics of the delivery of all the Kol Nidre materials and subsequent collection.

The Development Database Administrator will assist with all postal fundraising campaigns including data extracts and payment processing.

The Development Database Administrator will undertake research on both current and potential donors both individuals and companies and organisations.

The Development Database Administrator will manage any temporary staff who are assisting with data entry that are require at peak times

The role will require the job holder to understand all aspects of the Development Department in order to successfully support the department's initiatives. The Development Database Administrator is required to assist the Development Team to achieve organisational success.

4 DUTIES & RESPONSIBILITIES

- To be responsible for the upkeep of the Development database including K2 updates
- To assist with all postal Development campaigns including data extracts and payment processing
- To produce monthly Development reports
- To coordinate the operational logistics of the Kol Nidre Appeal
- To maintain and develop a relationship with all our US Synagogues
- To support and assist the wider marketing team in their projects where appropriate

PERSON SPECIFICATION

6 EXPERIENCE

- Administrative experience including a CRM/fundraising database
- Customer relationship experience.
- Familiarity with the UK Jewish community
- Understanding of data protection legislation and how this should be applied to fundraising
- Experience of working in a team
- Quick learner
- Proven ability to deliver project (work or non-workplace based)

8. Skills

- Exemplary attention to detail
- Excellent communication skills
- Ability to work to set deadlines and prioritise accordingly
- Excellent interpersonal skills
- Work in a professional manner, developing effective working relationships
- Strong computing skills and substantial experience of using Microsoft Word, Excel and Outlook.

9 Quality and operational standards

- Ensure that work produced is of a high standard and meets the department's key performance indicators
- Report on key performance indicators to the Head of Campaigns as required.

10 Builds the credibility of United Synagogue to empower staff and managers to fulfil their roles effectively

- Share with others within US and communicate success stories.
- Personally demonstrate the organisation's values building trust with managers and staff within United Synagogue and proactively contributing to the organisation's success.
- Be proactive in identifying opportunities for own professional development.

Other

- You will be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.