

# Fundraising Manager Recruitment pack February 2021



HOLOCAUST  
MEMORIAL  
DAY TRUST

February 2021

Dear Applicant,

## **Application for the post of Fundraising Manager (part time).**

Thank you for your interest in this post. Below you will find further information about the application process and the Holocaust Memorial Day Trust (HMDT).

### **Application Process**

We will select people to interview using the information you provide in your CV and a cover letter of no more than two pages addressing the following points:

1. Why do you want to work at HMDT?
2. Why do you want the role?
3. How do you meet the person specification?

It is important you demonstrate your ability to undertake the role by providing evidence against the **person specification** as we will select people to interview using the information you provide in your **cover letter**. The application pack is available to download **from our website**: [hmd.org.uk/vacancies](http://hmd.org.uk/vacancies)

We are an equal opportunities employer and actively seek to work as a diverse team. We highly welcome applications from BAME and disabled candidates.

**The deadline for applications** is **9am on Monday 15 March 2021**. Please send your CV, cover letter and monitoring form by email to [recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk). Please note we will **only accept applications by email**.

Interviews are scheduled to take place on **Wednesday 24 March 2021**. All successful short-listed applicants will be notified of interviews by **5pm on 16 March 2021**.

If you would like to discuss any aspect of this role or the application process please contact Ms Olivia Marks-Woldman, on 020 7785 7029.

If you have any access requirements, please notify us in advance and we will do all we can to accommodate you.

## Fundraising Manager Recruitment pack February 2021

### About Holocaust Memorial Day and Holocaust Memorial Day Trust

Holocaust Memorial Day Trust (HMDT) encourages remembrance in a world scarred by genocide. We promote and support Holocaust Memorial Day (HMD) – the international day on 27 January to remember the six million Jews murdered during the Holocaust, the millions of people killed under Nazi Persecution and in subsequent genocides in Cambodia, Rwanda, Bosnia and Darfur.

27 January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

The Holocaust threatened the fabric of civilisation, and genocide must still be resisted every day. Our world often feels fragile and vulnerable and we cannot be complacent. Even in the UK, prejudice and the language of hatred must be challenged by us all.

HMD is for everyone. Each year across the UK, thousands of people come together to learn more about the past and take action to create a safer future. We know that as a result they learn more, empathise more and do more.

Together we bear witness for those who endured genocide, and honour the survivors and all those whose lives were lost or changed beyond recognition.

Best wishes,

A handwritten signature in black ink that reads "Olivia Marks-Woldman". The signature is fluid and cursive, with the first name "Olivia" written in a larger, more prominent script than the last name.

Olivia Marks-Woldman  
Chief Executive

PO Box 61074  
London  
SE1P 5BX

020 7785 7029  
[recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk)

# Fundraising Manager

## Recruitment pack February 2021

<b>Reporting to</b>	Head of Finance & Operations
<b>Location</b>	Vauxhall, central London
<b>Salary</b>	£30,000 (FTE £50,000)
<b>Annual leave</b>	25 days (pro rata to 15 days) plus public bank holidays
<b>Hours</b>	21 hours per week Office hours 9am – 5pm, Monday to Friday with some flexibility – to be agreed. Occasional hours outside of these will be necessary for which TOIL will be granted

We are an equal opportunities employer and aim to work with a diverse team.

### Role

Increase our income through leading and delivering our fundraising activities.

### Main Duties & responsibilities

- Research, write and submit applications to foundations and trusts
- Create and deliver a programme of legacy fundraising
- Manage donor relationships
- Develop online and community fundraising
- Support the Fundraising Committee and its Chair
- Support the CEO and Head of Finance and Operations
- Maintain and improve (where necessary) the fundraising infrastructure, including legal and good practice compliance
- Work as part of the HMDT team to realise the charitable aims and Holocaust Memorial Day Trust organisational strategic plan

### Person specification

- Extensive experience of securing income through foundations and trusts
- Experience of legacy fundraising
- Experience of online and community fundraising
- Experience of managing fundraising infrastructure for small charities, including administrative processes & systems, database management for fundraising, donor management systems.
- Have excellent knowledge of the current fundraising sector for relevant activity in the UK and internationally.
- Excellent verbal and written communication skills
- Understand and respect the sensitive and confidential nature of the role
- Track record and experience of developing and maintaining stakeholder relationships
- Understanding of and ability to record and demonstrate impact
- An interest in and commitment to the values of HMDT
- Understanding of and commitment to diversity and inclusion