

## Office Administrator

**Working Hours:** Full-time (Part-time considered for more experienced candidates).

**Salary:** £22,000- £24,000

**Reporting To:** Director of Fundraising

**Location:** NIF Offices, Unit 2, Bedford Mews, London, N2 9DF

---

### **About The New Israel Fund**

The New Israel Fund is the leading organisation advancing democracy and equality for all Israelis, based on the vision of Israel's founders. We are a successful, dynamic and fast-paced charity working for human and civil rights in Israel. NIF delivers a comprehensive programme of educational events and activities in the UK, as well as raising vital funds for our projects and wider work in the UK.

### **Position Overview**

The Office Administrator will provide efficient and timely administrative support for the New Israel Fund's fundraising and educational activities. They will also be responsible for the smooth running of our busy office and supporting the Board and Chief Executive.

The successful candidate will demonstrate experience of managing multiple priorities, have a good eye for detail and work well as part of a team.

This is a new full-time position reflecting the growth of the organisation.

### **Job Description**

#### **Main Tasks:**

#### **1) Fundraising Administration:**

- Managing the fundraising team's CRM system
- Supporting the Fundraising Executive in processing income
- Assisting in preparing and sending mailings to supporters
- Producing fundraising reports

#### **2) Events Administration:**

- Contributing to event organisations and logistics
- Assisting the programming team in updating event registrations on our CRM system
- Providing administrative support for our annual fundraising dinner and awards ceremony. This is a primary focus of the role for the period of a few months surrounding the event.

### **3) Office Management:**

- Managing suppliers
- Handling basic enquiries
- Dealing with ad hoc IT issues with our providers

### **4) Board and Chief Executive Support:**

- Helping to arrange and support board meeting and committee meetings
- Arranging occasional meetings for board members
- Providing diary and other administrative support to Chief Executive

### **Person Specification**

#### **The successful candidate will demonstrate:**

- A good ability to plan, balance and cope with competing priorities
- Commitment to accuracy and attention to detail
- Excellent organisational and administrative skills
- Excellent communication and interpersonal skills
- Strong knowledge of Microsoft Word, Outlook and Excel

#### **Desirable Experience:**

- Experience of using a database; producing reports and updating records (ideally Raiser's Edge)
- Affinity with mission and values of the New Israel Fund
- Experience of working in a small fundraising organisation or team
- Experience of working within the Jewish community
- Experience of handling donations (or similar financial transactions)
- Experience of helping to deliver successful events

### **To apply**

Please submit your CV with a covering letter (no more than one side) which sets out your suitability for the post. This should be sent to **adiva@uknif.org**.

### **Closing Date for Applications**

Monday 14th January 2019

Interviews will be held 22nd – 25th January 2019

If you have any questions please contact Adiva Kalms, Director of Fundraising

**E: adiva@uknif.org, T: 0207 724 2266**