

# Job Description

# Fundraising Director



# About JW3

**JW3 is the only Jewish Community Centre of its kind in the UK, serving as a dynamic, cross-communal hub for Jewish arts, culture, education, and social action.**

JW3's purpose-built venue in north London opened in 2013 and plays host to over 150 events and activities every week including adult education, language classes, theatre and live music performances, youth activities, film screenings, family events, seasonal installations, social impact projects and volunteering projects.

## **Our Vision**

A vibrant, diverse, unified Jewish community, engaged with Jewish life and actively contributing to wider society.

## **Our Mission**

To create open and welcoming Jewish spaces that bring different people together, strengthen identities, and build community through arts, culture, education, and social action.

## **Our Values**

Six values shape our culture, guide how we behave and inform our decision-making. They are at the heart of the way we work, driving how we act as individuals and as an organisation.

- **Community**
- **Inclusivity**
- **Loving Kindness**
- **Creativity**
- **Collaboration**
- **Leading by Example**

JW3 Development is a registered charity, the purpose of which is to raise funds to support the charitable work of the JW3 Trust.

# Message from the CEO

JW3 is the UK's first and only inclusive Jewish Community Centre and cultural venue. The brainchild of Dame Vivien Duffield DBE, our centre opened in October 2013 on Finchley Road, NW3, and has since become known as the home of Jewish culture and conversation.

Our Vision is a vibrant, diverse, unified Jewish community engaged with Jewish life and contributing to wider society.

Our Mission is to create open and welcoming Jewish spaces that bring different people together, strengthen identities and build community through arts, culture, education and social action.

Over the past eleven years, we've transformed Jewish engagement in the UK - expanding the quality, variety and volume of Jewish conversation in and around the community. In the past 18 months, demand for our work has grown dramatically. We've responded by redoubling our efforts to model the openness, tolerance and respect that define JW3.

Each week, our programmes reach thousands of people across all ages and backgrounds — through classes, courses, events, talks, performances, and social impact initiatives like the JW3 Foodbank. This year, we will raise £2.9m to support our charitable work—and we're aiming higher.

By 2031, we're targeting over £3.5m in annual income to grow our reach and deepen our impact. This role is central to achieving that ambition and delivering our strategic goals. The funds raised will enable us to bring even more people together across divides, increase our reach and amplify our impact.

We are looking for a strategic, dynamic and experienced Fundraising Director to join our Senior Leadership Team and lead all aspects of our fundraising. You will be joining a passionate, hard-working team at a pivotal moment, with the opportunity to shape the future of one of the UK's most vital Jewish institutions.

If our mission and ambition resonates with you, and you are ready to help drive the next chapter of JW3, we'd love to hear from you.

Raymond Simonson  
CEO, JW3



# About the Role

**Location:** London, NW3 / Hybrid

**Hours:** Full time (37.5 hours/week, with some scope for flexible working)

**Salary:** £75,000 - £90,000, dependent on experience

**Annual Leave:** 28 days (including bank holidays) +  
Jewish holidays that fall on working days





# About the Role

Donated income – whether from individuals, trusts and foundations, or fundraising events – constitutes approximately 60% JW3's income. As part of our new organisational five-year strategy, we are set to raise £2.9m in 2025, with a target of £3.5m+ by 2031.

As a key member of JW3's Senior Leadership Team (SLT), you will lead, manage and motivate the small but mighty JW3 Development fundraising team, currently including: Head of Philanthropy, Trust & Foundations Manager, Individual Giving & Legacies Manager, and Fundraising Coordinator. You will work closely with the CEO, Chief Revenue Officer (CRO) and Trustees, to accelerate the growth of fundraising across a diversified range of income streams to achieve long-term, sustainable income growth.

You will have responsibility for further developing and implementing an ambitious fundraising strategy in line with the organisational objectives and priorities. You will work closely with key professional and lay stakeholders – including Trustees – and will be responsible for initiating, developing and sustaining productive relationships with a range of new and existing donors; identifying and developing new prospects; creating and implementing an effective stewardship programme and initiatives; overseeing budgets; and proactively managing individual relationships. You will have the proven ability to build strong personal networks, and to engage and influence senior stakeholders both internally and externally.



# Key Responsibilities

## Strategic

- Play a pivotal role in leading the organisation by working collectively and collaboratively with the Senior Leadership Team and the Board to shape the future strategy and direction of JW3
- Work with individual trustees, the Board and CRO to develop and implement an ambitious fundraising strategy with a focus on donor retention, growth of our donor base, and new multi-year opportunities, in order to grow total year-on-year fundraised income
- Develop and manage annual budgets, objectives and KPIs for JW3 Development
- Provide professional leadership support to the JW3 Development Board of lay leaders and maximise the potential of their experience, contacts and commitment to raise funds to support JW3 Trust's charitable work.
- Work with colleagues to increase the articulation of our impact and theory of change model via the effective monitoring and evaluation of our programmes.
- Report and present on fundraising strategy and progress at key SLT and Board meetings.

## Fundraising

- Manage and deepen the charity's relationships with key funders and stakeholders and identify opportunities to develop new relationships with high-net worth individuals, corporates, grant funders and others
- Lead on the development of individual high value donor relationships and personally manage a portfolio of prospects and donors, with a focus on securing six and seven figure donations, ensuring a consistent pipeline of new supporters.
- Oversee the implementation of the new Friends and Patrons programme in conjunction with colleagues across the organisation.
- Employ a variety of personal engagement and communications mechanisms to ensure that prospects and supporters become, and remain, fully engaged with our cause.
- Devise and manage a successful, annual events and stewardship programme, ensuring a focus on leveraging increased ROI on fundraising events, high quality supporter experience and enhanced reputation.

# Key Responsibilities

- Ensure that the highest standards of supporter care are maintained, as well as compliance with donor monitoring and reporting requirements.
- Develop and utilise robust cases for support in the pursuit of philanthropic support and ensure that other colleagues and trustees understand and are able to use them effectively.
- Work with Marketing colleagues to analyse and derive insights from JW3 audience data to identify prospects for cultivation.
- Oversee the effective use of internal systems to ensure that gift management adheres to the rules and regulations of legal/tax laws, including gift aid and JW3's gift acceptance policy.
- Keep up to date with best practice in fundraising and comply with relevant legislation and regulation ensuring that good practice is observed.

## Staff Leadership & Management

- Motivate, lead and monitor the performance of a high impact fundraising team, in a way that aligns with our values.
- Foster a culture of continuous learning and development, identifying training needs, and ensuring the necessary skills, knowledge, and tools are provided to maximise the effectiveness of the team.

## Other Responsibilities

- Represent JW3 externally, communicating the vision, values, and case for support to the wider community at appropriate opportunities and external forums.
- Build and manage appropriate relationships with relevant local and national organisations to raise JW3's positive profile.
- Undertake any other reasonable duties as reasonably requested by your line manager or the CEO, commensurate with the level of the post to ensure the smooth running of the organisation.
- Attend all relevant staff meetings, supervisions, training days etc.

# Person Specification

## Essential Skills & Experience

- Extensive experience in a commensurate senior fundraising role, with a track record of achieving income against targets.
- Substantial experience of effectively leading high performing teams to achieve excellent results through a mentoring and coaching style.
- Proven ability to 'make the ask' and engage confidently and effectively with a range of audiences, internal and external.
- Demonstrable experience in using a range of fundraising approaches, including securing high value gifts across multiple years.
- Excellent at cultivating and managing relationships with trusts, foundations and corporate partners, including stewardship and impact reporting requirements.
- Strong interpersonal and influencing skills, with an ability to identify new funders and develop effective approaches and cases for support.
- Extensive experience of successful proposal and report writing.
- Experience of developing positive, effective relationships with trustees, collaborating successfully with lay committees and boards.
- Strong financial literacy commensurate with the role, and a track record of contributing to business plans and setting and managing budgets to assist decision making.
- Strong written and verbal communication, negotiation and presentation skills, including an ability to write compellingly and persuasively for a range of audiences and produce appropriately worded correspondence to ensure supporters feel valued and appreciated.
- In-depth, up-to-date knowledge of the fundraising sector and fundraising trends and best practice.
- Highly organised, with efficient management of time and responsibilities and following through on plans and targets.
- Proactive and solution-focused, with an ability to take initiative and a creative approach to problem-solving.
- Demonstrable understanding of the principles of Data Protection legislation, alongside other relevant legislation and guidelines within fundraising.
- High level of IT proficiency (including Microsoft Office software), experienced in Fundraising/CRM software and databases.



# Person Specification

## Desirable Skills, Knowledge and Experience

- Experience in successful fundraising at a similar level, from donors within the British-Jewish community.
- Demonstrable personal interest in and experience of the arts, culture and Jewish community.
- Experience successfully using Spektrix CRM system.

## Personal Qualities

We are looking for someone who:

- Understands and shows commitment to furthering JW3's vision, mission and goals.
- Understands and buys into JW3's core values.
- Has a flexible approach to work, including a willingness to work outside regular hours where necessary – e.g. in the evenings, on Sundays.



# How to Apply

Please send your cover letter and CV to  
**[eszter@jw3.org.uk](mailto:eszter@jw3.org.uk)**



This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

JW3 Development is a registered charity, no.1156248. company no. 08747913 (England and Wales). JW3 Trust Ltd is a registered charity, no. 1117644. JW3 Trading Ltd, registered company no. 7686352 (England and Wales), is a wholly owned subsidiary of JW3 Trust Ltd. at 341-351 Finchley Road London NW3 6ET.