Trusts and Foundations Officer

Candidate Pack

October 2026

INTERNATIONAL MISSION TO JEWISH PEOPLE

charisma
CHARITY RECRUITMENT

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1 Introduction

From Anita Darashah-Borman, Head of Fundraising & Communications

Thank you so much for your interest in joining us. As Head of Fundraising, I'm personally delighted you're exploring this opportunity, and I hope this pack gives you a real sense of both the role and the team you would be joining.

I am passionate about our vision to see a whole Church, thriving, enriched by the faith of Jewish people who have become disciples of Jesus. Since 2014, we have more than tripled in size – not just in income and expenditure, but in the scale of our mission work. We are now entering a new season of growth, with a particular focus on expanding our fundraising reach in both the UK and the US. Growing the team at this moment feels genuinely exciting, and this role is central to that.

This is a key position within our fundraising team, focused on securing vital income from trusts and foundations in the UK and internationally, with a particular focus on US foundations. It is a hands-on role, and the emphasis is on building funder relationships that will enable us to grow and develop our ministry. In practice, that means researching the right funders, writing compelling applications, managing a healthy pipeline of opportunities, and stewarding every funder through excellent reporting and communication. You will also provide research and administrative support for our major donor work, alongside me and our CEO.

This is a mid-level role with no line management responsibility, but it carries real influence. You will work closely with colleagues across fundraising, communications, and finance, and your contribution will be felt across the whole of our income generation.

We are looking for someone who combines strong writing and research skills with genuine relational warmth - someone who is as comfortable building a funding pipeline and meeting a tight deadline as they are writing a thoughtful report to a long-standing funder. If that description resonates with how you work, we would love to hear from you.

2 About us

Sharing about Jesus across the world

For almost 200 years, in response to God's calling, International Mission to Jewish People has been taking the Good News of Jesus to the Jewish people.

We do this because we believe that this Good News is for everyone.

In the same way, we believe that the Church is for everyone and that there is nothing but good that might come from seeing a universal Church enriched by the faith and discipleship of Jewish believers.

History

International Mission to Jewish People has been at the cutting edge of cross-cultural mission since the mid-nineteenth century and was formed by people with a vision and passion for the salvation of the Jewish people. Originally the British Society for the Propagation of the Gospel among the Jews (BJS), the Society was founded at an inaugural meeting in Regent Square, London on 7 November 1842 and was supported by British evangelical leaders such as Robert Murray M'Cheyne and the great Baptist preacher Charles Haddon Spurgeon.

The Holocaust brought the work of Jewish mission in Europe to a grinding halt but through the heroic efforts of the Society's director Rev I E Davidson, over a hundred Jewish children were air-lifted from certain death in Nazi-occupied Europe. A significant number of those children became believers and of those who came to faith, a high proportion went into Christian ministry.

As the work of the BJS expanded, in 1965 the mission became the International Society for the Evangelisation of the Jews (IJS) and eleven years later joined with the Barbican Mission to the Jews, founded in 1879, to become Christian Witness to Israel.

Nearly 200 years after it came into existence, International Mission to Jewish People is still at the cutting edge of cross-cultural, multi-cultural, international and interdenominational mission to the Jewish people, sharing the Good News that the Messiah promised through the ancient Jewish prophets has come, and his name is Jesus. We are on the threshold of yet more exciting change as we seek to respond to the challenge and commission taken up by our founders to proclaim Jesus as Messiah and Lord to Jewish people today.

2
About us

Funding

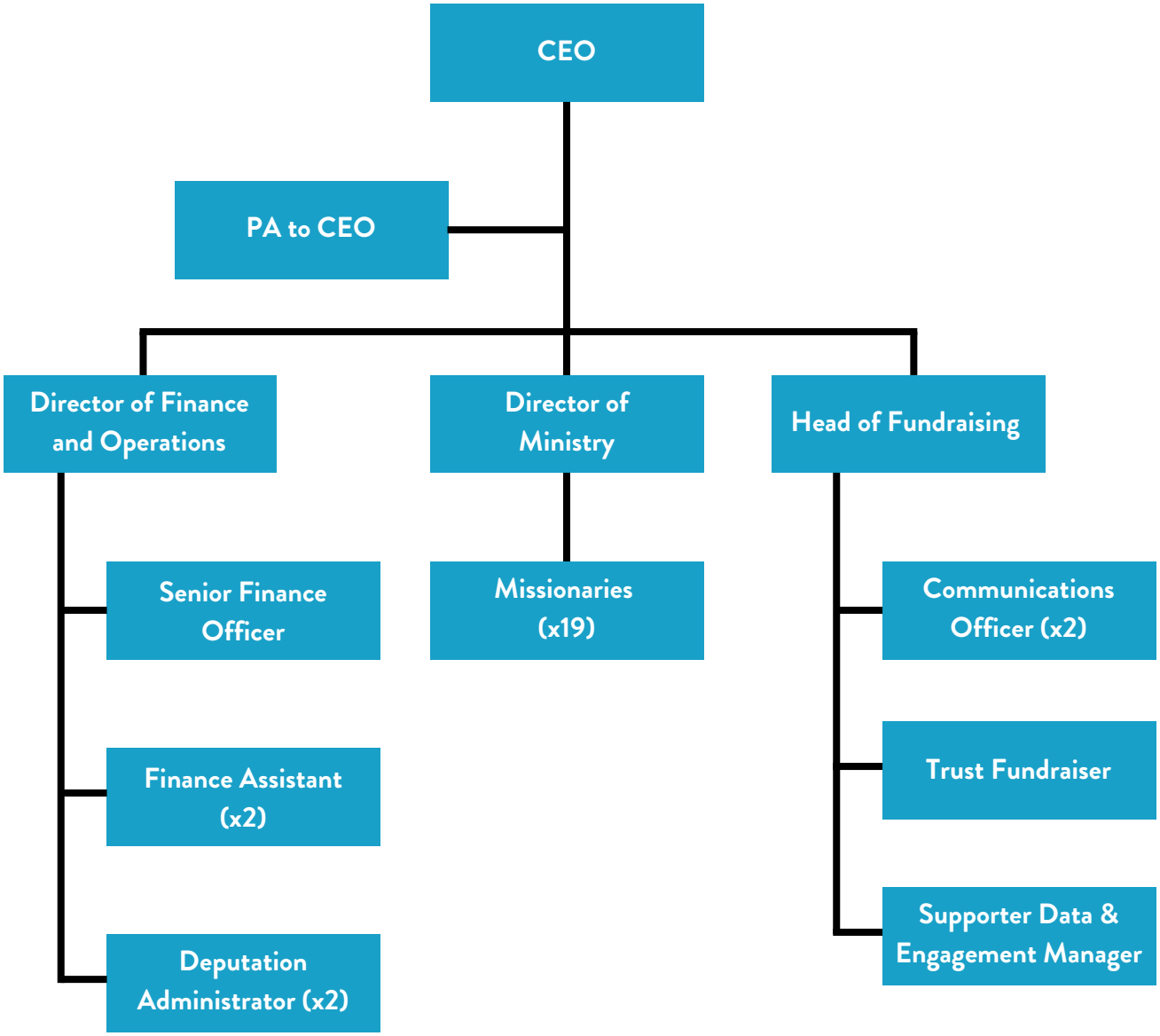
We are a faith mission and, as such, depend on God to provide for our needs. Nevertheless, we seek to raise funds by making its work known through public meetings, Christian events, as well as print and e-media.

Members of staff do a lot of the work on the ground by presenting our mission work to churches and Christian fellowships, and through publications.

Current and historical financial and associated information can be found in the Trustees' Annual Report & Accounts, available on the Charity Commission website.

2 About us

Organisation chart 2026



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Job description

Job Title:	Trusts and Foundations Officer
Reports To:	Head of Fundraising and Communications
Location:	Hybrid / office-based at Eynsham with flexibility to work from home
Hours	35 hours per week
Salary:	Up to £35,000per annum depending on experience plus excellent benefits, including 8% employer contribution pension and health plan.
Contract:	Permanent / Full-time (open to exploring part-time)
CRM system:	Charity CRM

About the role

This is a key role within our fundraising team, focused on securing vital income from trusts and foundations in the UK and internationally, and supporting our work with major donors.

The Trusts and Foundations Officer will research, develop and submit compelling funding applications, build strong relationships with grant-making bodies, and steward funders through effective reporting and communication. The post also provides research and administrative support for our major donor work, working alongside the Head of Fundraising and Communications and the CEO.

This is a hands-on role, crafting high-quality proposals, building and managing a varied pipeline of opportunities, and working collaboratively across teams to bring our mission and impact to life. The emphasis is on developing funder relationships that will enable us to grow and develop our ministry, supported by well-targeted grant applications and agreed income and activity objectives.

This post is subject to an Occupational Requirement that the postholder is a practising Christian, per part 1 of Schedule 9 of the Equality Act 2010. You will be expected to participate and, on occasion, to lead staff devotions.

Key Responsibilities

Trusts and foundations fundraising (approx. 60% of role)

- Research and identify suitable trusts and foundations aligned with our mission and funding priorities, in the UK and internationally, with a particular focus on US foundations.
- Develop and maintain a strong pipeline of trust funding opportunities in the UK and US.
- Write high-quality, tailored funding applications that clearly articulate need, impact and outcomes.
- Work closely with colleagues across our team to gather information, budgets and case studies to support applications.
- Ensure all applications meet funder guidelines, deadlines and compliance requirements.

3 Job description

- Maintain our renewal calendar so that repeat applications are made at the right time.
- Maintain our profiles on US funder databases and directories so that we can be found by US funders, and help to build relationships with US foundations in line with the agreed US plan.

Relationship management and stewardship (approx. 10% of role)

- Build and maintain positive relationships with trust and foundation funders.
- Ensure timely and appropriate acknowledgement of all grants received.
- Produce clear, accurate and engaging funder reports in line with grant conditions and deadlines, drawing on our impact reporting.
- Act as a professional and credible ambassador for our work in all funder communications.

Major donor support (approx. 10% of role)

Strategy and major donor relationships are led by the Head of Fundraising and Communications and the CEO. The Trusts and Foundations Officer will provide the research, administration and follow-through that makes this work possible:

- Research prospective major donors and prepare short briefing notes for those leading the relationship.
- Write and update tailored cases for support for major donor prospects, for review by the Head of Fundraising and Communications.
- Keep accurate records of major donor and prospect activity on our database, and keep cultivation trackers up to date.

Planning, monitoring and collaboration (approx. 20% of role)

- Maintain accurate records of applications, grants and reporting requirements using our systems.
- Monitor progress against agreed objectives and provide regular updates to the Head of Fundraising and Communications. Objectives will combine income and activity measures.
- Support the effective monitoring of restricted funds to ensure compliance and avoid double funding.
- Contribute to the development of trust fundraising plans and priorities.
- Work closely with the Head of Fundraising and Communications and the wider team to support our overall fundraising strategy.
- Contribute ideas and insight to help strengthen funding propositions and future opportunities.
- Participate in team meetings, planning sessions and organisational activities as required.
- Take a flexible, collaborative approach within a small and committed team.
- Any other duties as reasonably requested by the line manager, in keeping with the scope of the role.

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Person spec

Person Specification

Essential

- At least one year's experience in trusts and foundations fundraising.
- A proven ability to write successful, high-quality funding applications.
- Strong written communication skills, with the ability to present complex information clearly and persuasively.
- Experience of researching trust and foundation funding opportunities, and good judgement in choosing which funders to pursue.
- Ability to manage multiple applications and deadlines with excellent attention to detail.
- Good organisational and planning skills, with the ability to work independently.
- Confident using Microsoft Word, Excel and Outlook.
- Ability to handle confidential donor information with care and discretion.
- A committed Christian who aligns with our mission and values.

Desirable

- Experience of working in a Christian charity or mission organisation.
- Knowledge of the UK trust and foundation funding landscape.
- Experience of researching or approaching US foundations.
- Experience of administrative support for major donor work.
- Experience of working with donor databases or CRM systems.
- Ability to understand and work with project budgets.
- Experience of international or cross-cultural funding contexts.
- Experience of using AI tools to support research and drafting.

Values & behaviours

You will be a servant-hearted Christian who shares our passion for seeing Jewish people encounter Jesus as Messiah. You will combine thoughtful planning with hands-on delivery, and we are looking for someone who embodies the following in their day-to-day work:

- Proactive – self-motivated and solutions-focused.
- Collaborative – a strong team player who enjoys working with others.
- Trustworthy – professional, reliable and able to build trust quickly.
- Adaptable – comfortable working in a small organisation with broad responsibilities.

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How to apply

To find out more about this role, and how to apply, please contact Charisma who will be handling all applications for this role on behalf of International Mission to Jewish People.

Charisma can be reached at the following:

Contact person: Adam Stacey
Email: info@charismarecruitment.co.uk
Phone: 01962 813 300

Your application should be submitted through the Charisma website and include your CV and supporting statement explaining clearly your suitability for this particular role.

This post is subject to an Occupational Requirement that the postholder is a practising Christian, per part 1 of Schedule 9 of the Equality Act 2010. During the vetting interview, you will be invited to share your personal Christian journey and involvement in church.

Closing date: 16 November 2026
First stage interviews (online): w/c 23 November
Second stage interviews (in-person): w/c 30 November

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