

Development and Administrative Officer (Part-Time)



ABOUT TIKVA

Tikva's core mission is to care for the homeless, abandoned and abused Jewish children of Ukraine and neighbouring regions of the former Soviet Union. Tikva provides a warm, compassionate home, essential social services and a quality education, to the community in Odessa.

Since the war in Ukraine, Tikva has evacuated its homes and relocated all its children, and together with its adult community to temporary accommodation in Romania. We are still helping the community left in Odessa as well as supporting our alumni in Israel.

HOURS & WORKING PATTERN	18 hours per week Flexible working hours Minimum one day per week in our office Occasional evening or event attendance as required
LOCATION	Tikva UK Office – Hampstead Garden Suburb, London N2 (Hybrid)
SALARY	Paid hourly £20 per hour (£39,000 per annum full time equivalent)
BENEFITS INCLUDE	21 days annual leave (pro rata) All UK Bank Holidays Jewish holidays (Yom Tovim) off when they fall on working days Contributory pension Supportive and friendly working environment

PURPOSE OF THE ROLE

This role will provide vital administrative and writing support across Tikva UK's fundraising operations. Key responsibilities include preparing and coordinating trust and foundation proposals, researching new funding opportunities, supporting donor stewardship processes, drafting donor communications and articles, and helping ensure the smooth day-to-day functioning of the fundraising office.

KEY RESPONSIBILITIES

Trusts and Foundations

- Research and identify new funding opportunities
- Draft high-quality, compelling funding proposals
- Maintain a calendar of deadlines and funder requirements
- Ensure a consistent tone and language across applications and reports

Stewardship & Donor Communications

- Support stewardship of donors and foundations
- Ensure thank you, updates, and donor communications are consistent and timely
- Coordinate and maintain individual donor reporting where relevant



Content Creation & Newsletters

- Write engaging articles and donor stories for newsletters and appeals
- Assist with direct mail and email campaigns
- Maintain the calendar of communications, including newsletters and appeals

General Administration & Support

- Provide logistical and administrative support for donor engagement and events
- Proofreading and formatting documents for internal and external use
- Assist with meeting preparation, follow-up and donor pipelines
- Assist with event planning tasks including list management and materials
- Support the organisation and stewardship of participants in our challenge events
- Coordinate and provide admin support for our Bnei Mitzvah Programme, including donor communication and record keeping
- Look after Tikva UK's fundraising committees, helping with scheduling, communication and administrative support

DESIRABLE SKILLS & EXPERIENCE

- Strong writing and editing skills, with a persuasive and clear style
- Experience writing successful trust and foundation applications
- Understanding of donor stewardship and relationship management
- Familiarity with the UK Jewish philanthropic landscape
- Comfortable using fundraising databases (e.g. Donorfy)
- Proactive, organised, and able to work independently

WHO YOU ARE

You are someone who wants to make a tangible difference through their work. You're detail-oriented, proactive, and enjoy crafting a well-worded grant proposal or donor story. You'll thrive in a flexible, mission-driven environment and want to be part of a collaborative team working to transform children's lives.

