

Role Title: Administration and Events Executive

Location: London (hybrid)

Hours: Full time

Salary: £26k to £28k

Reporting to: Director of Operations and Events

Emunah supports vulnerable children and families across Israel, many of whom face complex challenges without the stability of a supportive home environment.

Through therapeutic care, education, and essential services, Emunah provides the support they need to feel safe, rebuild confidence, and move forward.

Job Overview

This is a varied and hands on role at the heart of the organisation, supporting the smooth day to day running of operations. From managing data and systems to helping deliver engaging fundraising events, the role plays a key part in strengthening donor relationships and keeping everything running efficiently.

Key Responsibilities:

Administration and Operations

- Provide administrative support to the Director of Operations and Events, Executive Director and wider team
- Act as first point of contact for general enquiries via phone and email
- Support meeting coordination and general administrative tasks
- Maintain organised filing systems and office processes
- Support day to day office coordination

Database and Donor Management

- Maintain and update the CRM system accurately
- Process donations
- Run reports to support fundraising activity and targeted communications
- Support donor stewardship through timely acknowledgements and correspondence

Events

- Support the planning and delivery of fundraising events
- Manage guest lists, RSVPs and logistics
- Coordinate follow up communications
- Assist with on the day delivery where required

Donor Communications

- Prepare thank you letters and routine donor correspondence
- Support the preparation of reports and updates for supporters

Person Specification

- Strong administrative and organisational skills
- High attention to detail, particularly with data
- Microsoft Office, Excel and Outlook essential
- Comfortable working with CRM systems
- Good communication skills and a warm, professional manner
- Able to manage multiple tasks in a small team

Benefits

- Competitive salary
- 20 days annual leave, plus bank holidays and key Jewish holidays (Yom Tov) that fall on a working day
- Time off in lieu for occasional weekend and evening work
- A supportive and purpose driven working environment
- The opportunity to make a real and lasting difference to the lives of vulnerable children

Closing date for applications: 31 May 2026

Applications will be reviewed on a rolling basis, with interviews beginning during the week commencing 11 May, so early applications are encouraged. Shortlisted candidates will be contacted with further details.

If you are interested in the role and would like an informal conversation or have any questions, please feel free to contact Muriel at muriel@emunah.org.uk

To apply, please send your CV and a covering letter to muriel@emunah.org.uk, quoting 'Application for Administration and Events Executive' in the subject line.