

## **Limmud is Seeking a Deputy Director (London, Head Office)**

Limmud, an international charity based in the UK, dedicated to Jewish learning and community development, is seeking a Deputy Director to support the Chief Executive and general operations.

The position is full time (Monday to Friday with occasional evening and weekend requirements) and based in North London. The vacancy is immediate.

### **Position Description (as of July 2018)**

Reporting to the Chief Executive of Limmud, the Deputy Director (DD) will help take responsibility for a growing charity operating across the UK and overseas.

The position is full time, based in London, and candidates should possess the right to work in the UK (no relocation package available).

### **Required Skills**

The Deputy Director should be proficient in English, with excellent written and verbal communication skills.

They should bring a minimum of five years personnel management experience with an emphasis on workflow and project management.

Knowledge of CRM software appreciated together with strong computer skills including MS Excel and PowerPoint.

Experience within the Jewish Community, fundraising and volunteer relations is preferred.

### **Areas of Responsibility**

- The Deputy Director will be joining a seasoned team of Limmud professionals. They will supervise the work of several full and part time staff members based in London including conducting annual staff appraisals and helping the professional team to develop and implement workflow/project management systems that will enable all to work efficiently and effectively.
- They will be working with and may supervise a number of professional consultants to support various aspects of Limmud such as media relations and community development.
- The DD will assist members of Limmud's board/volunteer leadership, including participating in relevant volunteer meetings (some of which take place in evenings/on weekends).

- Supporting the Chief Executive, the DD will represent Limmud to various partner organisations based in the UK including participation in communal events.
- Fundraising is critical to Limmud's sustainable growth, therefore the DD will assist the Chief Executive and fundraising team with strategic planning, UK development events and meetings, grant applications, systems, and reports. They will also help with direct fundraising as needed.
- The DD will support, supervise, or execute activities such as research, surveys, budgets, systems, reports, and financial controls. They will be part of the organisational knowledge management team.
- The DD will be expected to support and participate in Limmud Festival (during the month of December) and other UK Limmud events.

**Interested candidates** should submit a CV and cover letter **by Wednesday 25 July 2018** (including two professional references and salary expectations) to Darren Lewis: [darren@greycoatlumleys.co.uk](mailto:darren@greycoatlumleys.co.uk)

Only suitable candidates that fulfil the requirements of the below position description will be contacted.

Further information on Limmud's mission, values and programmes can be found on: [www.limmud.org](http://www.limmud.org)