

## RECRUITMENT PACK

# Events and Mid-Value Fundraising Manager



# About Jewish Blind & Disabled

**We are the only Jewish charity dedicated to ensuring that neither physical disability nor impaired vision becomes a barrier to maintaining one's independence and dignity. We provide developments of mobility apartments specially designed to enable people to do the everyday tasks that are key to living independently, in safety behind their own front door. We have over 360 people living across our 7 developments with ages ranging from those in their 30's to over 100 years old.**



Most of our tenants are not born with a disability, instead, at some point in their lives they face a diagnosis that will have a significant impact on their life from that time forward. We know that with the right facilities and support a disability does not have to mean a loss of vital independence and self-worth.

Each of our buildings has its own supportive Jewish community with our house managers being central to the building. Along with providing a 24/7 on call service 365 days a year, house managers keep a caring eye on our tenants, calling them, unless requested not to do so, every morning and evening to check that everything is ok.

We work in partnership with a wide range of local and communal organisations, social care and health providers to support our tenants to be active and supported members of their local community.

**Community engagement is at the heart of all we do.**

Outside the developments, we are expanding our outreach services to support members of the wider community. The Independent Living Advisory Service, an Occupational Therapist led service, offers people living with physical disabilities or vision impairment advice and recommendations that enables them to maintain their much-prized independence in their own homes.

# Our Vision, Mission and Values

Jewish Blind & Disabled exists for Jewish people with physical disabilities and/or vision impairments aged 18 upwards to have access to housing and support so that they lead the best life they can; enabling independence, dignity and choice. This is achieved through our specially adapted mobility apartments located in our unique supportive developments or within their own home in the wider community. We are committed to ensuring we can meet the needs and increased demand from across the community.

We are a values led organisation. We are guided by our strong Jewish values. Our behaviours demonstrate how we live our values. We will use these behaviours to:

- 1** Ensure we recruit people who share our values and can demonstrate the behaviours we seek to encourage in our staff team
- 2** Measure performance and identify support and development needs of our staff
- 3** Outline our expectations for our staff, volunteers, contractors and others who interact with us. Central to this is our value of respect.

## OUR VALUES

### **Truth and Integrity (EMET)**

Do what you are supposed to do. Be accountable. Be professional

**Respect (KAVOD)** Treat others with respect and dignity

**Fairness (TZEDEK)** Be fair. Be open-minded and listen

**Kindness (CHESED)** Show you care. Be compassionate and empathetic.



# Role: Events and Mid-Value Fundraising Manager

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**Job Type: Permanent Full /Part time (minimum 3 days a week)**

**Salary Band: £32,000 - £35,000 p.a. pro rata (dependant on experience)**

With ambitious plans to grow our fundraising income to meet increasing demand, this is a pivotal opportunity to help us achieve our ambitious fundraising targets. This role will form part of our small but committed fundraising and marketing team with the aim of delivering high quality events and cultivating relationships with existing and new supporters.

## Location

JBD Offices, Mill Hill East (with option to work from home one day)

## Responsible to

Director of Fundraising

## ROLE INFORMATION

### Key Responsibilities and duties:

#### Events:

- Proven experience of planning, coordinating and delivering events to a high standard.
- Propose ideas to improve existing events and develop new and exciting appropriate events.
- Work closely with the Director of Fundraising on all timelines, project plans and budgets.
- Coordinating the logistics and production of events with specified and agreed timelines.
- Responsible for working within tight budget constraints.
- Organising specific details for events such as décor, catering, transportation, location, equipment, staff briefings, meeting agendas and minutes, venue coordination etc.
- Responsible for negotiating with suppliers and procurement for the event.
- Work closely with the Marketing team to ensure all collateral and suitable marketing for the events are catered for.
- Communicate proactively with event participants, committee members and guests to build and leverage strong and lasting relationships with key stake holders.
- Conduct post-event evaluations and debriefing sessions together with the Director of Fundraising to report on outcomes and event viability and profitability.
- Undertake required database administration tasks assisting the Income & Database Manager in data input recording on Raiser's Edge.

## Fundraising:

- Build relationships and secure donations from a portfolio of donors.
- Achieve financial targets set by the Director of Fundraising.
- Keep the donors updated on JBD's work and make them feel valued, including phone calls and face to face meetings.
- Ensure donors are thanked in a timely manner to help ensure their future support.
- Ensure that donor information is updated and maintained on Raiser's Edge to provide a complete and accurate record of their giving history.
- Identify new prospective mid- level donors and build relationships with the aim of securing donations.
- Work with the Director of Fundraising to plan a stewardship programme.
- Assist with the preparation of proposals and reports for individual donors.
- Play a lead role in recruiting team leaders for match funding campaigns.

## Person Specification:

- Ability to meet fundraising or sales/income targets
- Excellent organisation with the ability to plan ahead and prioritise workload
- Ability to work calmly and competently under pressure
- Solution orientated individual, able to think strategically
- Ability to stay focused with ability to juggle a large amount of administration and logistics
- Self-motivated and well organised, with an ability to work independently and as part of a wider team
- Professional and polite telephone manner
- Driven by accuracy, efficiency and exceptional donor care
- Takes initiative and has a pro-active approach to work
- Ability to develop excellent working relationships with all JBD staff and key stakeholders
- Committed to work in alignment with JBD's values

## Desired Skills and Experience

- Strong IT skills - good understanding of MS Office suite in particular MS Excel and MS Word
- Excellent verbal and written communication skills
- Excellent attention to detail
- Creativity and drive
- Confident using CRM databases (preferable Raiser's Edge or similar)
- Knowledge of the Jewish community

## TO APPLY

Please visit [www.jbd.org/vacancies](http://www.jbd.org/vacancies) and complete the application form.

Applications close 9am on 26th January. 1st interviews will take place w/c 2nd Feb.

# Terms and conditions of employment

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<b>DBS</b>	All posts are subject to an enhanced Disclosure and Barring Service (DBS) disclosure.
<b>Probationary Period</b>	All posts are subject to a probationary period which may be extended if deemed necessary.
<b>Working Hours</b>	The full time equivalent for this role is 35 hours per week. Full time or part time hours to a minimum of 3 days per week is welcome to apply. Working from home for up to a day per week is available.
<b>Annual Salary</b>	Salaries are paid monthly in arrears on the last Friday of each month. Salaries are reviewed annually in January. JBD reserves the right to deduct from pay any amounts which are owed by you to the organisation, e.g. over payment of salary.
<b>Holiday Entitlement</b>	Annual leave will be based on a full-time entitlement of 20 days' paid holiday and 8 Bank Holidays (pro-rata for part-time employees) plus Jewish High Holy days when these fall on your normal working days. The holiday year runs from the January to December. Holiday entitlement increases with length of service, rising by three days per annum after three years of completed service and a further two days after five years completed service up to 25 days (plus BH). This entitlement is pro rated for part time staff.
<b>Sickness</b>	Up to 1 years continuous service - SSP only (where applicable).
<b>Pension and other benefits</b>	On successful completion of your probationary period, you will automatically be enrolled on the company pension scheme and Health Cash Plan.
<b>Notice</b>	During the probationary period - 1 week On successful completion of your probationary period and thereafter - 3 months. All notice must be in writing.

<b>Policies &amp; Procedures</b>	Jewish Blind & Disabled has a range of policies and procedures to support its staff in their work. These include GDPR, Confidentiality, Health & Safety, Equality Diversity & Inclusion and Grievance and Disciplinary Appeals Procedures. All employees are bound by JBD's policies and procedures.
<b>Additional Rules</b>	Employees are required to disclose any other employment, which you undertake whilst in JBD's employment.
<b>Kosher Buildings</b>	As JBD is a Jewish organisation there are certain rules regarding food that must not be contravened. For example, no meat, meat products, shell fish or certain other fish may be brought into office buildings and only Kosher products may be brought into residential buildings. During Passover leavened products are also excluded.
<b>Collective Agreements</b>	These terms and conditions are not bound by any collective agreements.

## WE CAN OFFER YOU

- A friendly & supportive work team
- Training & development opportunities
- Competitive rates of pay which are reviewed regularly
- 4% employer pension contribution
- Flexible working opportunities
- Hospital Cash Plan
- Employee Assistance Programme offering 24/7, 365 days a year confidential support with personal legal and financial information and health advice across a range of medical and wellbeing issues
- 24/7, 365 days a year GP telephone helpline
- A range of discounts from major high street brands
- Cash staff referral scheme

# Working for Jewish Blind & Disabled

Our staff surveys show that people enjoy working for  
Jewish Blind & Disabled:

96% of staff members said they were proud to work for  
Jewish Blind & Disabled in a recent staff survey

95% of staff members said their job is interesting and it challenges them

93% of staff members said their roles gives them a sense of self-fulfilment.



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