

RECRUITMENT PACK

Trusts & Corporate Fundraising Manager, Part Time



jbd.org



About Jewish Blind & Disabled

We are the only Jewish charity dedicated to ensuring that neither physical disability nor vision impairment 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.

Alongside our supported housing developments, we offer support for adults with physical disabilities or vision impairments to remain independent in their own homes, through our growing range of community services.

These include specialist home-based assessments by occupational therapists and vision rehabilitation specialists to help make life easier and safer at home, as well as supportive peer groups for people living with sight loss or multiple sclerosis.

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: Trusts & Corporate Fundraising Manager, Part Time

Job Type: Permanent part time, between 21-25 hours per week

Salary Band: £25,000 - £32,000 per annum, dependent 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 securing sustainable income from charitable trusts, foundations and corporate partners.

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:

Trusts and Foundations:

- Research, develop and manage a portfolio of current and prospective trust and foundation funding opportunities
- Prepare high-quality funding applications across a range of funding levels to secure sustainable income for JBD
- Achieve financial targets set by the Director of Fundraising
- Maintain excellent relationships with grant-makers through regular communication and stewardship
- Manage the trusts and foundations pipeline, ensuring all application, reporting and renewal deadlines are met effectively and on time

Corporates:

- Research, approach and build relationships with existing and prospective corporates and sponsors, including Jewish Employee Networks
- Secure income through sponsorship, charity partnerships, employee fundraising, Payroll Giving, match funding and volunteering opportunities
- Work with corporate supporters to maximise employee engagement and fundraising opportunities

Applicable to both:

- Support donor visits to JBD developments and events where appropriate
- Monitor progress against agreed income targets and KPIs
- Prepare timely and compelling update reports that demonstrate the impact of their support
- Maintain accurate records on Raiser's Edge and ensure all communications are logged appropriately
- Work with colleagues across the organisation to gather information, statistics, impact data and case studies to support funding requests

General Responsibilities:

- Attend regular meetings with line manager, regular team meetings and undertake relevant training as and when required
- Adhere to Jewish Blind & Disabled's GDPR Policy and ensure that any breach or concerns are reported to your line manager
- Comply with the charity's code of practice to ensure that you act in a professional manner at all times which reflect the values of Jewish Blind & Disabled
- Maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Jewish Blind & Disabled confidentiality policy for all staff
- Undertake any other duties which are consistent with the post

Person Specification:

- Proven experience of securing income from trusts, foundations and / or corporate supporters
- Excellent written communication skills with the ability to produce compelling funding applications
- Experience of working towards and achieving income targets
- Strong interpersonal and relationship-building skills
- Experience of managing multiple projects and deadlines simultaneously
- Excellent organisational skills with the ability to plan ahead and prioritise workload
- Self-motivated and well organised, with an ability to work independently and as part of a wider team
- Ability to work calmly and competently under pressure
- Solution orientated with a pro-active approach to work and ability to think strategically
- Professional and polite telephone manner
- Driven by accuracy, efficiency, creativity and exceptional donor care
- 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
- Confident using CRM databases (preferable Raiser's Edge or similar)
- Knowledge of the Jewish community

TO APPLY

Please visit www.jbd.org/vacancies and complete the application form.

Terms and conditions of employment

DBS	All posts are subject to an enhanced Disclosure and Barring Service (DBS) disclosure.
Probationary Period	All posts are subject to a probationary period which may be extended if deemed necessary.
Working Hours	The part time hours for this role is between 21-25 hours per week. Working from home for up to a day per week is available.
Annual Salary	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.
Holiday Entitlement	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.
Sickness	Up to 1 years continuous service – SSP only (where applicable).
Pension and other benefits	On successful completion of your probationary period, you will automatically be enrolled on the company pension scheme and Health Cash Plan.
Notice	During the probationary period – 1 week On successful completion of your probationary period and thereafter – 1 month. All notice must be in writing.

Policies & Procedures	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.
Additional Rules	Employees are required to disclose any other employment, which you undertake whilst in JBD's employment.
Kosher Buildings	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.
Collective Agreements	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.



35 Langstone Way, Mill Hill East, London NW7 1GT

020 8371 6611 • info@jbd.org • www.jbd.org • [@JBDCharity](https://www.instagram.com/JBDCharity)

Charity No. 259480 Company No: 00959535 (England and Wales)