



Trust & Foundation Fundraising Manager
(Up to 35 hours per week with Part-time and / or flexible working considered)
Salary: Circa £45,000

We are an independent charity with huge ambition to achieve our plans for growth and development over the next five years. We need to raise awareness of our unique offering, both within our existing developments and in the community, whilst doubling our annual fundraising income from £1.2m to over £2m a year.

Our Vision

Jewish Blind & Disabled exists for Jewish people with physical disabilities and / or impaired vision aged 18 upwards to have access to housing and support so that they lead the best life they can, enabling independence, dignity and choice.

Job Purpose

Reporting to the Director of Fundraising, the role holder will be required to contribute to the Trust and Major Donor fundraising strategy and be responsible for building and managing relationships with, and increasing donations from existing Jewish Blind & Disabled supporters, and producing detailed cultivation and stewardship plans for new trust and foundation prospects.

The role holder will be expected to secure in excess of £250,000 per year through Trust and Foundation applications, this figure excludes our regular annual Trust and Foundation donations.

Key Tasks & Responsibilities

Income Management

- To support the Director of Fundraising to deliver the fundraising strategy against agreed income targets
- To be responsible for the analysis and evaluation of performance information, income & expenditure, outcomes and KPIs for internal and external audiences

Report Writing

- Develop compelling, high quality and tailored funding proposals to prospective and existing supporters to evidence need and impact
- Produce timely update reports on JBD projects as and when required to ensure our funders remain fully engaged with our cause

Relationship Management

- To manage the development of key trust and foundation relationships
- To ensure the delivery of the highest standards of support, service and stewardship to key trust contacts, ensuring compliance with donor monitoring and reporting requirements
- Prepare a variety of communications mechanisms to ensure that supporters become and remain fully engaged with our cause e.g. visits to buildings/projects and sending out update reports
- Recognise the value of door opener relationships and ensure these relationships are effectively managed with consistent engagement, stewardship and support.

Other duties

- Undertake ongoing trust research from both Jewish and non-Jewish trusts and foundations, using a range of trust search engines
- Engage with colleagues from other teams on a regular basis to develop and maintain detailed knowledge and information on Jewish Blind & Disabled services, projects and priority areas in order to keep trusts and foundations updated on our work
- Responsible for making targeted approaches to synagogues for inclusion in their appeals and following through by sending project information about our work
- Ensure all donations are logged accurately on our database and acknowledged in a timely manner
- Utilise the functionality of our new customer relationship management (CRM) database and implement processes to support the identification of appropriate actions in order to drive growth of trust and major donor income across the charity.
- Maintain own personal development and keep up to date with current knowledge in the sector through participating in networking forums, conferences and meetings as appropriate
- Carry out any other reasonable duties as requested by the Director of Fundraising or another designated senior manager

Key relationships

- Fundraising and Marketing team
- JBD wider team
- Finance team
- Chief Executive

Essential skills

- Excellent relationship management, stewardship and engagement to ensure that all trusts/major donors have a relationship with Jewish Blind & Disabled
- Excellent interpersonal and communication skills, both written and verbal
- Proven track record of securing 5 figure donations and above
- Excellent networking and influencing skills at the highest level
- Ability to articulate ideas, concept and needs to understand the case for support
- Experience of producing high quality written reports and proposals, delivering qualitative and quantitative information
- Excellent time management, organisation skills with the ability to deliver under pressure with competing demands
- Proven experience of achieving income against agreed targets
- Ability to research, gather information, analyse and interpret data
- Good level of computer literacy; knowledge of Microsoft Office and experience of fundraising databases
- Commitment to Jewish Blind & Disabled's values: Truth and Integrity (EMET), Respect (KAVOD), Fairness (TZEDEK) and Kindness (CHESED)

Desirable skills

- Working knowledge of the Jewish community
- Ability to communicate professionally with stakeholders at all levels
- Good presentation skills

Flexibility

The role may require a degree of flexibility to perform work not specifically referred to above. The job description will therefore be subject to ongoing review with the post holder to ensure it accurately reflects the duties of the job.