



Events & Community Fundraising Executive

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.

Job Purpose

As part of the Fundraising and Marketing team, the Events & Community Fundraising Executive is responsible for the forward planning, coordination, budget management and logistical support to help deliver a portfolio of existing and new events and fundraising initiatives to meet ambitious targets and which support the aims and values of Jewish Blind & Disabled.

Reporting to the Director of Fundraising, the ideal candidate will have events/community fundraising experience, preferably within the charity sector and a professional and proactive approach with a high level of customer service.

Key Tasks & Responsibilities

Project Management

- Development and Project Management of specific fundraising projects, activities and a portfolio of annual events
- Venue liaison and onsite Event Management – including all venue sourcing, setup, coordination, and logistics
- Setting, communicating and maintaining timelines and priorities on every event
- Development, production and delivery of events from concept up to delivery
- Deliver events on time, within budget, that meet/exceed expectations
- Manage operational and administrative functions to ensure events are delivered efficiently
- Responsible for all project budgets from start to finish
- Approach individuals and organisations for sponsorship for events Project manage the Jewish Blind & Disabled annual diary advertising through approaching individuals and organisations in order to bring in agreed advertising revenue and required follow ups
- Source prizes and sponsorship for Jewish Blind & Disabled's annual Raffle and manage the distribution to supporters
- Responsible for making targeted approaches to synagogues for inclusion in their appeals and following through by sending project information about our work
- Manage and deliver Jewish Blind & Disabled's exciting enhanced schools programme through engaging with new and existing schools to arrange visits to educate children about disabilities and our unique work. Develop our tenant ambassadors programme to enable meaningful and educational programmes within schools

Relationship Management

- Communicate, maintain and manage supplier relationships
- Recruit participants for challenges and help ensure they meet their fundraising target and provide excellent support
- Build and maintain strong fundraising relationships with donors
- Develop relationships with key individuals, volunteers, potential speakers and sponsors to ensure maximum engagement and to reach income targets



- Work with fundraising committees, including a young committee and young professionals, supporting them with the organisation and fundraising of their events
- Represent the charity confidently and professionally in a range of formal and informal settings
- Key point of contact within Jewish Blind & Disabled for celebratory giving and ensuring keeping celebrators up to date
- Providing support to your team when required

Key relationships

- Fundraising and Marketing team
- Finance Team
- Chief Executive
- Wider Jewish Blind & Disabled team
- Committees and supporters

Essential knowledge and experience

- Minimum of 3 years' experience of running events, from concept to the follow up – we would consider candidates with experience gained through committee management or other voluntary experience
- Innovative, creative and energetic
- Attention to detail and the ability to work under pressure, multi-task and meet tight deadlines
- Strong project management skills
- Able and willing to work flexible hours wherever necessary
- Excellent written and verbal communication skills
- Ability to work independently using your own initiative as well as part of a team
- Willingness to be an active member of the Fundraising and Marketing and wider team
- Experience of working closely with committees to maximise fundraising revenue

Desirable Experience

- Working knowledge of the Jewish community
- Good IT skills
- Ability to communicate with stakeholders at all levels
- Experience of using Raiser's Edge or a similar Fundraising CRM to provide accurate data
- Experience of working within a Fundraising/Marketing environment

Flexibility

To deliver services effectively, a degree of flexibility is needed and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job.



GENERAL STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

DBS:	All posts are subject to an enhanced Disclosure and Barring Service (DBS) disclosure.
Probationary Period:	All appointments are subject to a minimum probationary period of 3 months which may be extended if deemed necessary.
Office Hours:	<p>Office based roles: Normal office hours for full-time employees are Monday to Thursday 9am – 5.30pm with a 1 hour unpaid lunch break and Friday 9am – 2pm</p> <p>Flexible working is available.</p> <p>Non office based roles: Actual hours will depend on the post and location.</p>
Annual Salary:	<p>Salaries are paid monthly in arrears on the last Friday of each month.</p> <p>Salaries are reviewed annually in January.</p> <p>JBD reserves the right to deduct from pay any amounts which are owed by you to the organisation, e.g. over payment of salary.</p>
Holiday Entitlement:	<p>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).</p> <p>The holiday year runs from the January to December. Holiday entitlement increases with length of service, rising by two days per annum after three years of completed service and a further three days after five years completed service up to 25 days (plus BH).</p>
Sickness:	Entitlements are set out in the individual Statement of Terms and Conditions of Employment
Pension and other benefits:	On successful completion of your probationary period, you will be eligible to join the company pension scheme and Health Cash Plan.



Notice:	Notice periods are set out in the individual Statement of Terms and Conditions of Employment
Policies & Procedures:	Jewish Blind & Disabled has a range of policies and procedures to support its staff in their work. These include Data Protection, Confidentiality, Health & Safety, Equal Opportunities, Grievance and Disciplinary 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

Salary

From £27k to £31k pa dependent on skills and experience

Hours - Full time hours - Monday – Thursday 9:00 am – 5.30 pm & Friday 9:00 am to 2:00 pm (35 hours per week) With 1 day per week working from home. Flexible working is available.

Holidays

28 days per annum (inc bank holidays) plus all Jewish Holidays.

Job Type

Permanent

Location

Head Office – Mill Hill East