

Job Description

Job Title:	Fundraising & Programme Manager
Accountable to:	Chair of Executive Committee
Salary:	£36,000 - £39,000 dependent on experience
Location:	JCounselling's Head Office, NW4/working from home (to be agreed)
Hours:	35 hours p/w. Monday - Thursday 9:00 - 5:00, Friday 9:00 - 12:00 (plus occasional weekend/evening work to support events)
Annual leave:	20 days per annum, plus bank holidays and Jewish high holy days
Contract:	Permanent

Job Overview

Develop, implement and deliver JCounselling's Fundraising strategy. Work closely with the Executive Committee to develop and implement JCounselling's Education programme. Support the implementation of the Organisation's Marketing & Communications strategy.

Main duties and responsibilities

Fundraising

- Responsible for the fundraising income of JCounselling
- Responsible for developing, implementing and delivering JCounselling's fundraising strategy, including making appropriate trust/foundation applications, major donor fundraising, community fundraising
- Develop existing and new income streams
- Develop and implement a plan to steward, cultivate and nurture donors
- Identify suitable fundraising opportunities and lead on applications and evaluations

Marketing & Communications

- Work closely with key members of the Executive Committee to support the implementation of the marketing and communications strategy
- Manage the Organisation's social media platforms and assist in creating and scheduling social media content

Education Programme

- Work with the Executive Committee to develop, market and implement the Education Programme
- Develop the Programme to ensure it is financially sustainable

General

- Maintain confidentiality at all times and ensure respect for, proper observance of and adherence to JCounselling's confidentiality policy
- Undertake such other reasonable tasks as may be deemed necessary from time to time.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in line with the Organisation's needs.

Person Specification

Criteria	Essential	Desirable
Experience	<p>Proven track record of developing and implementing fundraising strategies</p> <p>Proven track record of developing new and existing relationships resulting in income generation</p>	<p>Experience within the charity sector</p> <p>Experience in, or knowledge of, a range of marketing activities including general marketing, digital marketing and communications</p>
Qualifications		Educated to degree level
Knowledge and skills	<p>An understanding of a wide range of fundraising income streams</p> <p>Excellent organisational skills</p> <p>Excellent interpersonal and communication skills</p> <p>The ability to prioritise and work under pressure to meet deadlines</p> <p>The ability to work well using own initiative</p>	<p>Experience in managing social media platforms</p> <p>Knowledge of or willingness to learn about Jewish Culture</p>
Personal circumstances and attributes	<p>Willing to undertake additional responsibilities in line with the development and needs of the charity</p> <p>Positive attitude with a 'can do' approach and the ability</p>	

	<p>to work under your own initiative</p> <p>High degree of personal integrity with a commitment to confidentiality</p> <p>Smart, reliable and punctual</p>	
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