

Fundraising Executive - Job Description

JOB TITLE:	Fundraising Executive
LOCATION:	JW3, London NW3 (occasional travel may be required)
REPORTING TO:	Director of JW3 Development
ANNUAL LEAVE:	20 days plus Jewish holidays and Bank Holidays

ABOUT JW3

JW3 is a non-profit Jewish Community Centre and arts venue based in London NW3, open to all regardless of race, religion, belief, gender, sexuality, ability or age. We are a registered charity and a company limited by guarantee. We opened our doors in October 2013 and currently receive over 200,000 visits each year to our purpose built centre that houses a Cinema, Restaurant, Bar, Café, Nursery, and over a dozen spaces where a year-round programme of over 6,000 activities takes place, including adult education, language classes, theatre, music performances, youth programmes, after-school activities, food & drink workshops and demonstrations, parties, 'big name' talks and debates, films, family programmes and more.

Our Vision is to be at the heart of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life. We aim to achieve this by...

- *...creating outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community;*
- *...offering multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief;*
- *...increasing the quality, variety and volume of Jewish conversation in London and beyond.*

OVERVIEW & MAIN PURPOSE OF ROLE

We are seeking a highly personable and extremely well organised individual to support the Development Department in their efforts to raise charitable funds towards JW3's activities. You will deliver smooth and professional administration of donations, maintain accurate records, and provide general support to the Director of JW3 Development and the wider fundraising team. You will join a growing and dynamic team at JW3, and be part of an exciting organisation.

You will have access to highly confidential information, requiring absolute discretion at all times.

You will deal with a range of external stakeholders including key donors, supporters, and trustees.

This position will grow and develop as the needs and requirements of the Development Director and team change. There is ample opportunity for the successful individual to grow and develop within this role and get a solid grounding for all aspects of fundraising.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Provide general administrative support to the development department. Maintain up to date and accurate records of all fundraising campaigns, events, activities and donor contact – using JW3’s fundraising database.
- Manage end to end administration process of receiving and thanking a donation
- Support on report writing and grant applications
- Keep accurate and up to date finance records working with the finance department to ensure accurate reporting
- Assist in the provision of accurate research on donor prospects.
- Be an effective liaison between the fundraising department and lay committee members and board members.
- Respond to incoming calls to the Development Department and deal with them as necessary
- Support the effective operation of the JW3 Development Board, including managing the dates, producing agendas, minutes and all key paperwork for meetings.
- Provide excellent levels of donor care pre-and post-event including ensuring the accurate and timely thanking for donations and participation.
- Support the fundraising Manager on all fundraising events including the business Breakfast, Gala dinner and Fundraising Lunch
- Anticipate, understand and respond to the needs of donors to meet or exceed their expectations.
- Work collaboratively with other departments, individual professional staff, volunteers and lay leadership across the organisation to achieve JW3’s overall strategic objectives.

PERSON SPECIFICATION

All staff must wholeheartedly buy into JW3's mission, vision, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a commitment to high quality Jewish engagement, arts and culture, and community-building is critical. A sensitivity to Jewish cultural issues is important. Training and support will be provided in order to achieve this.

Essential Skills, Knowledge and Experience

- Excellent communication skills, including written, verbal, interpersonal and presentational skills.
- Strong numerical skills to process gifts and keep budgets updated.
- Demonstrable methodical approach to work with excellent attention to detail.
- IT literate (including Microsoft Word, Outlook, PowerPoint and good Excel skills)
- Ability to work on own initiative and manage and prioritise own workload.
- Proven experience of successfully working under pressure, with multiple demands and in a busy environment.
- A confident, friendly and professional manner with the public and colleagues.
- Able to interact confidently and build relationships with a wide range of types, at all levels.
- Flexible with a pro-active and creative approach to problem solving.
- Outgoing, friendly and willing to pitch in and help others within the team, especially supporting all colleagues within the small fundraising team.
- Ability to adhere to strict confidentiality, and follow all GDPR (Data Protection) laws and guidelines.

Desirable Skills, Knowledge and Experience

- Professional experience in an equivalent role within a charity or non-profit organisation.
- Has experience of working with a CRM database such as, Salesforce, Raisers Edge or similar.
- Experience of community centres and/or Jewish community organisations – having been an active member, instructor/teacher, volunteer and/or staff member in at least one.
- A demonstrable personal interest in strengthening Jewish community.
- A demonstrable personal interest in and experience of arts, culture and Jewish life.
- A desire to develop a career in a fundraising department

PERSONAL QUALITIES

We are looking for someone who:

- Shows commitment to furthering JW3's vision and goals;
- Is articulate, charismatic and dynamic;
- Has a proactive and flexible approach to work, including a willingness to work outside their regular hours where necessary – e.g. in the evenings, weekends and Bank Holidays
- Has a natural ability to effectively work in teams and form positive relationships
- Has passion, drive, commitment and integrity
- Takes an interest in and is keen to develop a career within fundraising.