



The Mental Health Service for our Community

## Job description

<b>Job title</b>	Trusts and Grants Fundraiser
<b>Contract</b>	Permanent
<b>Hours</b>	up to 37.5 hours per week. Home working / flexibility possible
<b>Salary</b>	£32-35k p.a. dependent on qualifications and experience
<b>Service setting</b>	Martin B Cohen Centre, Edgware HA8 9GL

## Organisation

Jami is the Jewish community's mental health service and for 30 years has been committed to providing practical and emotional support for the mental health of the Jewish community. Jami supports everyone affected by a mental health problem – whether they are the person with a diagnosis, a friend, relative or employer. Jami helps by delivering services that enable independence and build resilience in addition to managing the symptoms of ill health through community hubs and outreach, education and training and bespoke recovery support plans.

## Job purpose

This role is to work alongside the Major Giving Manager to further develop Jami's established Trusts and Grants programme.

- Research and develop relationships with new and existing funders matching grant providers to appropriate Jami projects.
- Deliver excellent grants management including regular reporting of qualitative and quantitative outcomes.
- Researching new and existing corporate and sponsorship partnerships and, through stewardship, develop potential for giving at Patron level.
- Legacy and Bequest management

## Key relationships

- Jami service staff
- Trust and grant providers
- Patrons
- Major donors
- Jami Fundraising and Marketing team

## Principal accountabilities / responsibilities

- Maintain and develop a portfolio of trusts and foundations to maximise sustainable unrestricted and restricted income.
- Undertake research into prospective trusts and foundations, using a range of online and offline tools.
- Initiate and build relationships with new grant making trusts.
- Develop and maintain a good knowledge and understanding of Jami services to ensure submission of high-quality applications and delivery of accurate and insightful update reports to grant providers and individuals.
- Write funding proposals and complete applications to trusts and foundations.
- Write compelling case studies of individuals and services.
- Ensure all trust and foundation activity and relationship management, including new gifts, is captured accurately on the supporter database.
- Support timely and accurate internal reporting on the team's activity.
- Work closely with the Major Giving Manager to ensure the highest standards in grants management and donor stewardship is in place.
- Research and prepare accurate and compelling briefs, proposals, donor reports, thank you letters, and/or presentations for internal and external stakeholders.
- Support communications with Jami patrons.
- Support the wider team during preparations for major events specifically communications with table hosts, patrons and special guests.
- Manage and develop relationships with executors and key solicitors' firms during legacy administration to ensure they are aware of how bequests will be utilised.
- Work with wider Fundraising and Marketing team to develop a legacy strategy
- Actively participate in Fundraising team meetings and events.
- Carry out other duties, as required, to maximise Jami's trust and foundation fundraising.

## Training and Qualifications

Essential	Desirable
	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Institute of Fundraising qualification</li> </ul>

## Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of fundraising in a similar fundraising or business development role or in a voluntary capacity.</li> <li>• Experience of relationship management in a workplace/business environment.</li> <li>• Strong team player able to contribute to a dynamic cross-functional team.</li> <li>• Persistent and inquisitive research skills.</li> <li>• Demonstrable ability to write compelling communications in a variety of formats – reports, letters, online content etc.</li> <li>• Experience of using a range of approaches and tools to successfully engage with key stakeholders.</li> <li>• Experience of using Windows-based software packages, including Word, Excel, Outlook, PowerPoint, and cloud-based file sharing (SharePoint, One Drive) to a high standard.</li> <li>• Strong written and verbal communication skills.</li> <li>• Track record in developing relationships with people across a range of organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of trust and grant applications and/or working with major donors with successful track record.</li> <li>• Experience of grants management within a not-for-profit organisation.</li> <li>• Experience of using a range of approaches and tools to successfully manage donors and other key stakeholders.</li> <li>• User of Raiser's Edge or other CRM packages.</li> <li>• Experience of writing persuasive and creative proposals and correspondence in a range of relevant styles, which reflect relevant donor markets.</li> <li>• Knowledge of will writing and legacies.</li> <li>• Delivering presentations and information to a broad range of stakeholders.</li> <li>• Experience and knowledge of the Jewish community</li> </ul>

## 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.

## Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

## Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality, and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

## Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorised person is a serious disciplinary offence.

For further details please contact **Liz Jessel** on 020 8458 2223 or email [liz.jessel@jamiuk.org](mailto:liz.jessel@jamiuk.org).

To apply for the role, please send your CV and covering letter to [recruitment@jamiuk.org](mailto:recruitment@jamiuk.org). Closing date for applications **9<sup>th</sup> February 2021**.