

## Job description

<b>Job title</b>	Head of Fundraising
<b>Contract</b>	Permanent
<b>Hours</b>	37.5 hours p/w (Flexibility possible)
<b>Salary</b>	£52-£57k pa depending on experience
<b>Service setting</b>	Office-based (across Jami's London localities) and home-based. Some travel needed.

### Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

### Job purpose

This new role is for an exceptional and experienced person to actively develop and manage Jami's growing team of fundraisers. Working closely with the Director of Fundraising and Marketing, the post holder will devise and implement a fundraising strategy of activities and initiatives to meet the voluntary income demands of an expanding organisation. With responsibility for driving £2.5m+ in philanthropic revenue through individual giving, trusts and foundations, events, legacies, major

donor fundraising, and other income streams, the Head of Fundraising will enable Jami to positively impact the mental health of thousands of people.

## **Responsibilities**

- Work with the Director of Fundraising and Marketing to develop, manage and implement the long-term fundraising strategy to meet the growing needs of the organisation.
- Support and manage a team of fundraisers with the implementation of their fundraising plans from actioning new ideas to achieving targets across Events, Community Fundraising, Major Giving, Legacies, Trusts and Foundations and other areas.
- Manage key relationships with existing donors and trustees ensuring they are kept well informed and engaged with progress and developments putting robust outcomes, KPIs and reporting in place.
- Increase future fundraising capacity by developing the team, budgeting, forecasting and planning and ensuring robust processes are in place and maintained.
- Working with the Marketing and Comms team to deliver effective fundraising and engagement messages to donors and potential supporters in order to improve retention, grow acquisition and enhance engagement.
- Ensure a coordinated and appropriate programme of stewardship and engagement is in place for all supporter categories with a multi-channel, segmented approach to the donor journey developed and implemented.
- Implement processes and procedures with rigour to ensure adherence to Fundraising Regulator codes of practice, Gift Aid, GDPR and other requirements.
- Express complex ideas and information in written reports, donor meetings and delivered via presentations to different stakeholders at all levels.

## **Key relationships**

- Director of Fundraising and Marketing
- Jami Fundraising team
- Jami Senior Leadership Team and Trustees
- Major Donors, Patrons and Philanthropic organisations
- Jami Service Users and Staff

## Training and Qualifications

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

## Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Dedicated Line manager - able to lead, coach and inspire a team of people with different ranges of experience</li> <li>• Proficient user of Raisers Edge or other CRM software</li> <li>• Experienced fundraiser able to demonstrate roles within and a deep understanding of different fundraising disciplines.</li> <li>• Proven knowledge and success in senior-level fundraising including securing five and six figure donations from individuals and trusts.</li> <li>• Proficient user of Windows-based software packages including Word, Excel, Outlook, PowerPoint, Microsoft Teams. Able to utilise cloud-based file sharing (Sharepoint, One Drive etc).</li> <li>• Strong team player able to contribute to the wider organisational strategy as well as work effectively within a cross-functional team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of the UK Jewish community</li> <li>• Empathy and understanding of issues relating to poor mental health.</li> </ul>

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| <ul style="list-style-type: none"> <li>• Talented communicator able to express complex ideas succinctly both in written reports and delivered via presentations to different stakeholders at all levels.</li> <li>• Highly numerate and able to use skills to formulate budgets, forecast income and expenditure, analyse and extract data for reports and continuous improvement.</li> <li>• Exceptional networking, negotiation and pitching skills. Able to lead face to face meetings with existing and potential funding providers.</li> </ul> |  |
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### **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 unauthorized person is a serious disciplinary offence.

For further details or an informal conversation please contact **Liz Jessel** by 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 **16 May 2022**.