

Job Description

Leo Baeck College Fundraising & Events Executive

1 Accountabilities

Accountable to: Principal

Liaison: LBC Staff and Board of Governors, Finance Department, Donors, Patrons, and External grant-givers

2 Job Purpose

The primary function of this role is to operate all categories of fundraising income for LBC and to support the Principal and Board of Governors in raising additional funds.

- Support the Principal and members of the Board of Governors in their contact with major donors.
- Develop and implement a communication strategy for Patrons, Friends and Alumni.
- Research and write grant and trust applications.
- Organise fundraising events.

3 Fundraising

Major Donors

- Ensure that accurate up to date records are maintained for all donors.
- Set up a programme ensuring Patron involvement.
- Write appropriate fundraising letters on behalf of the Chair or Principal ready for signature.
- Write pledge redemption and thank you letters ensuring that pledges are fulfilled.
- Ensure regular and appropriate communication with donors and patrons.

Communication Plan

- Develop and implement a communication plan for Patrons, Friends and Alumni. This should involve regular newsletters and a series of small events that will help to build support and enthusiasm for the continuing development of the College.
- Build personal relationships with the smaller donors.
- To mutually agree with line manager annual fundraising target.
- Create a fundraising strategy for engaging different generations of donors with a view developing long term ongoing relationships and securing regular donations.
- Investigate ways of engaging younger supporters and maximise the benefits of social media.

4 Event Management

- Develop Patrons' events.
- As the event manager be responsible for all event logistics.
- In particular, act as event manager and organise all aspect of the Annual Dinner.

5 Other Responsibilities

- Provide fundraising progress for Board of Governors meetings as and when required.
- Provide staff support to a Board of Governors Fundraising sub-committee as required.
- Assist in the development of publicity and marketing materials.
- Carry out any other relevant tasks as requested by Principal.

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Person Specification

Essential

- Ability to communicate clearly and precisely in writing
- Used to public speaking and making presentations
- Highly organised and efficient administrator
- Excellent IT skills, including Word, Excel, and database management

Desirable

- Creative ability for design of leaflets and publicity material
- Knowledge of Progressive Jewish Community
- Experience in making grant applications
- Interest in learning

Job Location

Based at Sternberg Centre in North London
Four days per week, 28 hours (Monday to Thursday)

Salary – dependent on experience and skills.