

**JOB DESCRIPTION**

<b>TITLE</b>	Engagement Manager
<b>REPORTING TO</b>	Head of Engagement
<b>PRIMARY RESPONSIBILITIES</b>	Support the development of the engagement and fundraising strategy for Jumpstart (young professionals 25-39 year olds) and then manage the day to day implementation of the strategies and tactical events for this group to support JCA's vision of ensuring a sustainable, vibrant and secure Jewish community in NSW and ACT.

**Overview of Responsibilities**

***Engagement***

- a) Manage the day to day activities associated with the development and implementation of the engagement plan for Jumpstart including, but not limited to:
  - i. Administrative support for the Jumpstart committee (e.g. setup meetings, prepare agendas and minutes, follow up on action items);
  - ii. Act as primary contact in the JCA office for the Jumpstart committee
  - iii. Identification of concepts for engagement activities;
  - iv. Volunteer management;
  - v. Project management
  - vi. Event planning and execution;
  - vii. Promotion of engagement activities;
  - viii. Drive Jumpstart's social media presence
  - ix. Written and electronic communications; and
  - x. Update the JCA database with all information that comes to hand to support these activities.
- b) Assist Australian Jewish Funders (AJF) with LaunchPad initiatives in Sydney
- c) Provide marketing and communications support to the Head of Engagement.
- d) Provide support, where required, to other Engagement Managers.

***Fundraising***

- a) Manage the day to day activities associated with the development and implementation of the fundraising plan for Jumpstart including, but not limited to:
  - i. Identification of concepts for fundraising activities;
  - ii. Assist with concept development for JCA's annual fundraising campaign;
  - iii. Integration of fundraising activities into the engagement calendar; and
  - iv. Event planning and execution
- b) Communicate directly with donors, including in relation to pledges and payments.

### ***Financial Management***

- a) Assist in the development and management of the engagement and fundraising budgets for Jumpstart.
- b) Manage the day to day expenses associated with the engagement and fundraising activities for Jumpstart including, but not limited to:
  - a. Preparation of purchase orders; and
  - b. Approval process for invoices

### **Personal Qualities**

#### ***Attributes***

- a) Strong affinity to the Jewish community and JCA's vision
- b) Ability to create and maintain effective working relationships with a wide variety of internal and external stakeholders
- c) Able to understand and acknowledge others' points of view
- d) Able to apply business acumen and common sense
- e) Calm under pressure
- f) Optimistic and mature
- g) Organised and efficient
- h) Self-starter and able to follow through on projects and tasks without too much direct supervision
- i) Strong multi-tasking skills
- j) Team 'mindset'

#### ***Skills***

- a) High level of interpersonal skills
- b) High level of attention to detail
- c) Excellent oral and written communication skills
- d) Strong marketing skills
- e) Social media management

#### ***Knowledge***

- a) Experience working in a marketing or donor/customer acquisition role ideally in a not for profit environment
- b) Good understanding of the NSW Jewish community
- c) Very good level of computer literacy, in particular Word, Excel and a Customer Relationship Management database