



TITLE	JCA Head of Annual Fundraising
REPORTING TO	Chief Executive Officer
WORK TYPE	Full-time
APPLICATION CLOSING DATE	Monday 7 October 2019

Why JCA?

JCA is a not-for-profit organisation at the heart of the NSW and ACT Jewish communities. As the peak fundraising body for 23 member organisations, JCA fundraises on their behalf so they can focus their full attention on the delivery of exceptional services to the community they serve. In 2018, JCA raised and distributed more than \$16 million to support these critical services delivered by our member organisations across a diverse range of sectors. **If you are passionate about the local Jewish community and want to help make a meaningful difference to thousands of lives every day, then JCA is the right organisation for you.**

About the role

This is an opportunity for a motivated self-starter to develop, manage and implement JCA's annual fundraising campaign strategy and associated programming.

We are looking for an energetic professional who is passionate about building a fundraising culture and delivering an outstanding experience for our donors and our community. You will be organised, flexible and have the confidence to work with a diverse range of internal and external stakeholders. We expect you will have a record of success in a comparable role and have excellent skills in developing and presenting campaign proposals.

Key responsibilities of the role:

- Manage and implement the growth of JCA's annual fundraising programs through initiating, planning, development and coordination of annual campaigns to achieve annual objectives and targets. This includes overseeing annual and event specific revenue and expense budgets, project and timeline management, logistics and sponsorship plans.
- Review and report on the effectiveness of the on-going fundraising campaign(s), including fundraising efficiency (cost/expense), community engagement, event satisfaction and overall success of the campaign.
- Identify, review and analyse donor data patterns to support planning and decision making.
- Identify and investigate new innovations and opportunities in fundraising (e.g. digital campaigns).
- Establish relevant donor personas and manage stewardship at all stages of the donor journey to maintain and strengthen relationships with existing and new donors, as well as with trusts, foundations and sponsors.
- Work with other JCA teams (e.g. marketing and communications) to optimize fundraising outcomes.

- Coordinate provision of feedback and learnings to JCA team on all aspects of the campaign including marketing collateral, distribution channels, product promotion and communication to potential donors.
- Provide JCA's CEO and Executive with regular fundraising and campaign-related reporting.
- Manage day-to-day operations of the JCA fundraising and engagement team, including team performance and budget management, and engagement with the JCA Fundraising Committee.
- Perform other related duties as assigned.

About You

- 5+ years of work experience in fundraising, sales, marketing, communications or event planning and ideally 3+ years in a fundraising and/or campaign management role.
- Proven ability to develop strong sustainable relationships with internal and external stakeholders and capable of working well with a variety of personalities and leadership styles.
- Previous experience and responsibility for people and team management.
- Excellent planning and time management skills and ability to multi task and prioritise.
- Strong attention to detail and problem solving skills.
- Enthusiastic, self-motivated and committed to excellence.
- Highly organized and professional demeanour.
- Ability to communicate organisational fundraising objectives and vision to all stakeholders.
- Commitment to a high level of customer service.
- Highly motivated and have the ability to motivate others.
- Acts with integrity, honesty and credibility.
- Ability to work under pressure.
- Open, friendly and approachable.
- Strong presentation and facilitation skills.
- Excellent verbal and written communication skills.
- High level of proficiency with MS office: Word, Excel and PowerPoint.
- Established connections and networks within the NSW Jewish community.
- Open to working evenings and/or weekends, when required.

What's in it for you?

- Generous and flexible working conditions.
- Additional leave for Jewish holidays.
- Salary commensurate with role and not-for-profit sector.
- An opportunity to directly contribute to the long term sustainability of JCA and our community.

If this role sounds like you, please apply by emailing kim@jca.org.au with subject "JCA Head of Annual Fundraising" and attach your CV and a cover letter. Applications close 5pm, Monday 7th October.