



TITLE	Jumpstart Program Manager
REPORTING TO	Head of Marketing & Communications
WORK TYPE	Full-time preferred but flexible for right candidate
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

Jumpstart is the division at JCA that engages with the younger generation (aged 25 to 39) through innovative initiatives that encourage active participation and empower people to become future leaders of our community.

This is an opportunity to support the engagement and fundraising strategy for Jumpstart and to manage its day-to-day implementation.

We are looking for an energetic professional who is passionate about delivering an outstanding and innovative experience for JCA's younger donors and nurturing a culture and future of giving within the next generation of our local Jewish community. You will be organised, flexible and have the confidence to work with a diverse range of internal and external stakeholders.

Key responsibilities of the role:

- Work with the Jumpstart Committee and JCA office in the development and implementation of Jumpstart Engagement & Fundraising strategies to increase education, event attendance and connection to JCA and the Jewish community.
- In collaboration with the Jumpstart Committee and Sub Committees, deliver on defined engagement and fundraising programs in service of the agreed engagement and fundraising strategy and program KPIs.
- Project manage the implementation of engagement and fundraising programs/events for the Jumpstart demographic which includes but is not limited to Jumpstart's hugely successful annual Shark Tank event, Jumpstart Juniors and JCA Observership Alumni.
- Act as a primary contact in the JCA office for the Jumpstart Committee and Sub Committees, providing JCA guidance and administrative support (e.g. setup meetings, prepare agendas and minutes, follow up on action items).

- Support the Jumpstart Committee in the development and execution of new Jumpstart initiatives.
- Provide support, where required, to others within JCA's office and partner-related programs as required (e.g. LaunchPad).
- Support the JCA team on engagement and fundraising activities during the peak campaign period and represent the interests of the Jumpstart Committee and cohort in these broader activities.
- Manage Jumpstart reporting for JCA and associated donors (in conjunction with the Jumpstart Chairs and JCA Management), providing regular reports and monitoring KPIs.
- Monitor and control all Jumpstart budgets and effectively manage the day-to-day expenses associated with the engagement and fundraising activities for the relevant Jumpstart programs against budget.
- Ensure all activities undertaken support JCA's vision of ensuring a sustainable, vibrant and secure Jewish community.

About You

- Minimum of three years' experience working in a marketing or donor/customer acquisition role is preferable.
- Previous project management and event planning experience would be a bonus.
- Very good level of computer literacy, in particular Word, Excel, Customer Relationship Management database, social media and website management.
- Able to create and maintain effective working relationships with a wide variety of stakeholders.
- Able to apply business acumen and common sense
- Calm under pressure
- Organised and efficient
- Self-starter and able to follow through on projects and tasks without too much direct supervision
- High level of interpersonal skills
- High level of attention to detail
- Excellent oral and written communication skills
- Excellent understanding of and networks within the NSW Jewish community
- Strong affinity to the Jewish community and JCA's vision

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 eric@jca.org.au with subject "Jumpstart Program Manger" and attach your CV and a cover letter. Applications close 5pm, Monday 7th October.