



# Job Description: **Philanthropy Manager**

# ABOUT JW3

JW3 Trust is a community charity, known for running JW3, the only Jewish Community Centre and cultural venue of its kind in the UK - open to all, regardless of race, religion, belief, gender, sexuality, ability or age. We opened our doors in October 2013 and before the first lockdown in 2020 had welcomed over 200,000 visits each year to our purpose-built venue in London, NW3. Our Cinema, Auditorium, Bar, Café, Nursery, and over a dozen other studios and spaces play host to a diverse, year round programme of events and activities in pursuit of our charitable mission, including adult education, language classes, theatre, music performances, youth activities, workshops and demonstrations, parties, talks and debates, films, family programmes, a Food Bank and more.

JW3 Development is a registered charity, the purpose of which is to raise funds to support the charitable work of the JW3 Trust.





**Our Vision is to be at the heart of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life.**

**Our Mission is to increase the quality, variety and volume of Jewish conversation in London and beyond.**

We aim to achieve this by creating outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community; and by offering multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief.





# ABOUT JW3

**We believe we can make a transformational impact on the British-Jewish community by increasing the range and number of Jewish people engaged with positive Jewish experiences and expressions of Jewish life; bringing greater numbers of Jews into positive contact with other types of Jewish people across divides, strengthening sense of community; and fostering closer relationships between Jewish people and other communities, breaking down barriers.**



**Our Core Values:**

These six values shape our culture, guide how we behave and inform our decision-making. They are at the heart of the way we work, driving how we act as individuals and as an organisation:

<i>Kehillah</i>	קהילה	Community
<i>Hachlalah</i>	הכללה	Inclusivity
<i>Yitsiratiyut</i>	יצירתיות	Creativity
<i>Chesed</i>	חסד	Lovingkindness
<i>Shituf Peulah</i>	שיתוף פעולה	Collaboration
<i>Dugma Ishit</i>	דוגמא אישית	Leading by Example



# ROLE DETAILS



LOCATION: London, NW3 (with scope for hybrid working)

REPORTS TO: Development Director

SALARY: £45,000-£50,000 per annum, depending on experience

Hours: 37.5 hours/week

BENEFITS: JW3 staff enjoy working in a dynamic, vibrant community centre environment. You will have access to discounted and free tickets to a wide range of cultural, educational and other events and activities that take place under our roof, including free cinema tickets (subject to availability) for our gorgeous boutique cinema.

You will enjoy eating and drinking in our cafe with their staff discount, taking a break on the JW3 Beach in the summer or coming for a skate on the JW3 Ice Rink in the winter. You will also benefit from a best-in-class proactive Employee Assistance Programme (EAP) which offers mental health support, 24/7 medical support through a free online GP, death in service 2x salary, and a physical and mental wellbeing app accessed through gamified technology which offers rewards and discounts. And you will have 28 days annual leave (including Bank Holidays) plus all Jewish holidays that fall on a working day.



# ROLE DETAILS

## Purpose of Role:

An important part of JW3's funding comes from high-net-worth individuals (HNWI) who support the charity on a long-term basis. As Philanthropy Manager, you will maximise charitable income through building strong and authentic relationships with these HNWI's.

You will be responsible for developing the major donor strategy with the support of the Development Director.

This role will involve lots of collaboration, including with the wider Development team, in order to deliver successful fundraising initiatives to reach targets. You will also be involved in planning and monitoring a programme of fundraising events and activities.



# KEY RESPONSIBILITIES

- Lead on the development and delivery of our major donor strategy, focusing on gifts between £5,000-£20,000
- Identify and build relationships with new individual supporters and prospects and ensure a consistent, healthy pipeline of new supporters·Increase the number of individual supporters making regular donations (annual/multi-year) year on year
- Employ a variety of personal engagement and communications mechanisms to ensure that prospects and supporters become, and remain, fully engaged with our cause
- Research and identify new donors, logging all opportunities on our fundraising database and working with the Development Director to move them through the donor cultivation cycle
- Analyse income of donations in-building and online, working with Marketing to leverage fundraised income and engagement
- Organise fundraising events, ensuring a smooth donor experience, with a thanking and stewardship plan in place
- Oversee the effective use of internal systems to ensure best practice in fundraising, data collection, gift aid and gift acceptance policy
- Provide support as needed to the wider JW3 Development team, particularly at fundraising events – some of which will take place outside of standard working hours, Time Off In Lieu will be offered in these instances
- Develop and maintain detailed knowledge and information on JW3 services, projects and priority areas in order to keep donors updated



# KEY RESPONSIBILITIES

- Represent JW3 externally, communicating the vision, values, and case for support to the wider community at appropriate external forums
- Build and manage appropriate relationships with relevant local and national organisations to strengthen our individual giving abilities
- Attend Development Board meetings and follow up fundraising leads with Trustees
- Protect and enhance the reputation of JW3, representing the organisation in an appropriate and professional manner to stakeholders, acting as an advocate for the work of JW3
- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by your line manager or other member of the Senior Leadership Team

## **Review Arrangements:**

This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved. This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect appropriate changes.

# PERSON SPECIFICATION

An enthusiastic and empathetic person, you will always make time to speak and listen to people, writing sensitively worded correspondence and going the extra mile to ensure supporters experience excellent care, whatever obstacles may arise.

All staff must wholeheartedly buy into JW3's mission, vision, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a sensitivity to Jewish cultural issues as well as appreciation of culture, arts and community is vital.

## **Essential Skills, Experience, Knowledge:**

- Extensive and demonstrable experience in a fundraising-focused role
- Proven ability to engage confidently and effectively with a range of audiences (internal and external), relationship-building and 'making the ask'
- Demonstrable experience of achieving income against targets
- Experience of report writing
- Strong event management skills, working to timelines and project managing all relevant strands of (fundraising) event-based strategy
- Strong interpersonal and influencing skills, with an ability to identify new donors, and develop effective approaches and cases for support
- Experience of developing positive, effective relationships with trustees, collaborating successfully with lay committees and boards
- Demonstrable understanding of the principles of Data Protection legislation, alongside other relevant legislation and guidelines within fundraising
- Excellent written/verbal communication skills, able to produce sensitively worded correspondence and ensure supporters feel valued and cared for
- Strong presentation and numeracy skills
- Highly organised, with efficient management of time and responsibilities and following through on plans/targets



- Excellent attention to detail
- Willing and able to work flexibly to meet the needs of the team and organisation
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner
- Proactive and solution-focused, with an ability to take initiative and a creative approach to problem-solving
- High level of IT proficiency (including Microsoft Office software), experienced in Fundraising/CRM software and databases

## Personal Qualities

We are looking for someone who:

- Demonstrates a commitment to furthering JW3's vision and mission.
- Approachable and able to engage positively with others, building and maintaining
- Strong working relationships
- Has a proactive and flexible approach to their work, including a willingness to work in the evenings, weekends and Bank Holidays to serve the needs of a community Centre that operates 15 hours per day for 6+ days per week



# HOW TO APPLY

**Please send your covering letter and CV to:**

**[eszter@jw3.org.uk](mailto:eszter@jw3.org.uk)**

JW3 Development is a registered charity, no.1156248. Company no. 08747913 (England and Wales). JW3 Trust Ltd is a registered charity, No. 1117644. JW3 Trading Ltd, registered company No. 7686352 (England and Wales), is a wholly owned subsidiary of JW3 Trust Ltd. at 341-351 Finchley Road London NW3 6ET.