



**Jewish Care Scotland
Fundraising and Communications Officer Job description**

1. Job identification

Job Title: Fundraising & Communications Officer

Responsible to: Head of Income Generation

Department: Income Generation

No of Job Holders: 1

Line Management: NA

Last Update: April 2022

2. Job purpose

The Fundraising & Communications Officer is responsible for researching, planning and delivering the JCS community fundraising and events income streams, supporting Individual Giving, and implementing the Communications strategy in conjunction with the Head of Income Generation and external contractors.

In 2023 JCS will celebrate their 165th Anniversary, the Fundraising & Communications Officer will lead on creating and delivering a varied calendar of events to suit the JCS supporter base and mark this milestone. This will include recruiting participants to take part in community and mass participation events such as the Kiltwalk, as well as delivering bespoke JCS events.

The Fundraising & Communications Officer will contribute to and publish communications externally to meet organisational needs as well as to maximise fundraising opportunities.

3. Role of department

The Income Generation department within Jewish Care Scotland aims to provide high quality fundraising streams as the main source of income into the organisation. The department is responsible for generating income through various fundraising streams and for strategically, together with the board and C.E.O., as well as operationally, maximising the potential of income the charity receives. This includes managing and cultivating our donors in a professional and skilled way, as well as working with other departments such as finance, admin and community and wellbeing, to ensure that our support remains strong, consistent and ethical. The department is expected to work within the Code of Fundraising Practice standards.

4 Organisation chart

Jewish Care Scotland organisation chart



5. Key result areas

Fundraising

- Working with the Head of Income Generation to deliver the income generation strategy, which encompasses all fundraising income streams
- Responsibility for creating and delivering a varied calendar of community fundraising opportunities and events, including recruitment of participants to mass participation events such as The Kiltwalk and delivering bespoke JCS events such as the Golf Day at Turnberry. Liaising with suppliers and venues, promotion of events, securing prizes and sponsorship, with support from the Head of Income Generation. Increased participant numbers and funds raised will be key results areas
- Maintaining accurate records including communications, pledges and donations on eTapestry to ensure transparency across the Income Generation team and accurate reporting
- Contribute to and support the delivery of the JCS Annual Appeal including creating content, providing input to the donor journey, liaising with external suppliers and donors. ~Working with an external fundraiser to deliver the appeal efficiently
- Work in ways that are consistent with the principles and standards outlined by the Institute of Fundraising Scotland

Communications

- Responsibility for creating relevant and engaging content, in conjunction with colleagues across the organisation, and scheduling social media posts via Hootsuite in line with the organisational communications strategy. Increased engagement and numbers of followers will be key results areas
- Creating the quarterly newsletter to be shared with donors, supporters and external audiences with the aim to increase engagement and raise funds
- Contribute to communications including the Annual Review
- Provide support to the organisation and delivery of organisational events including volunteer and major donor stewardship events as well as the AGM.

Working with other departments

- Feed into the Finance & Administration department to ensure both finance and fundraising database systems and management information are reconciled and report accurate information
- Work in partnership with the Community and Wellbeing Team to understand what the charity does and to ensure that this forms the key messages that are used to not only raise funds but also goes out in consistent communications.

Training and Development

- Take responsibility for your own learning and ensure any gaps in knowledge are highlighted to your line manager
- Attend regular supervision sessions, including PDR setting and take part in any team meetings
- Ensure all mandatory training is completed within the timescales set and complete any other additional training as identified as required for your role.

6. Assignment and review of work

The Fundraising & Communications Officer reports directly to the Head of Income Generation for guidance and management, work review, objective setting and formal appraisal of performance.

There are no direct line management responsibilities but there will be a requirement to work with and to supervise volunteers.

7. Decisions and judgements

- Work with minimal support

- Trusted with confidential personal data to be handled sensitively and in accordance with relevant legislation
- Expected to identify and manage risk, which includes seeking support when required.

8. Knowledge, skill and experience required to do the job

Essential Values

Must demonstrate commitment to JCS Values:

I show **Respect** by listening to the feelings and wishes of others whilst promoting their rights and culture

I am **Compassionate** to others, placing kindness at the heart of all I do

I work with **Integrity** by being honest and transparent

I am **Competent** in my abilities and have the necessary training and skills

I work **Collaboratively** by strengthening positive relationships within the community

Knowledge, Skill and Experience

- Experience in a fundraising and/ or communications role, preferably in the charity sector
- Knowledge and awareness of most streams of fundraising, particularly community and events fundraising, at least in principle
- Capability to manage multiple pieces of work concurrently and to produce these to completion
- Capable of working proactively and independently
- Sound attention to detail, especially in relation to presenting accurate information. This includes experience of data entry and reporting
- Excellent communication skills
- Highly organised, motivated and supportive of other team members.

Desirable

- Experience of using eTapestry database, or similar
- Experience of working with social media scheduling software such as Hootsuite, or similar.
- Experience of using design software such as Canva, or similar
- Experience of third sector charities
- Awareness of Jewish culture.