

JOB DESCRIPTION

TITLE	Events & Engagement Manager
REPORTING TO	Head of Annual Campaign
PRIMARY RESPONSIBILITIES	Deliver effective engagement & fundraising events/programs in support of JCA strategies.

About JCA

Today, JCA is at the heart of our local Jewish Community in NSW and the ACT. As the primary fundraiser for our 25 supported organisations and a central point for strategic planning, our role is to serve the best interests of our community.

Our supported organisations deliver essential programs in Aged & Community Care; Culture, Engagement & Outreach; Holocaust, History & Heritage; Jewish Education; and Security & Advocacy. These programs enrich the lives of thousands of individuals and families daily in our local Jewish community.

We are proud of our collaborative, fun and high-performance culture.

Key Responsibilities

- Assist the Head of Annual Campaign with implementing and running all fundraising events.
- Work with the Fundraising & Engagement team to maximise financial contributions from the local Jewish community.
- Support the team in developing a strategy to increase event attendance and connection to JCA and the Jewish community and deliver on long-term fundraising goals.
- In collaboration with the team and JCA functional support areas, identify and prioritise key engagement and fundraising events/programs in pursuit of the agreed engagement and fundraising strategy and deliver annual fundraising targets for all segments.
- Act as co-contact in the JCA office for the Fundraising Committee, representing and providing administrative support to the team (including setup of meetings, preparation of agendas and minutes, and follow-up on action items)
- Initiate the update of the JCA database with all information that comes to hand to support these activities.
- Support others within the Fundraising & Engagement team, especially during the JCA Campaign period.

Key stakeholder relationships

Internal

- JCA team including but not limited to Head of Annual Campaign & Head of Marketing, Data & Communications

External

- Lay leaders, including but not limited to the Fundraising Committee
- All donor segments within the local Jewish community
- Key contacts within JCA member organisations

Data Analysis & Reporting

- Develop detailed data briefs as required.
- Manage event budgeting
- Utilise analytical tools to monitor key metrics (e.g., reach & effectiveness) on fundraising campaigns.
- Provide timely reporting to JCA management and external committees on the progress of agreed activities.

Skill Requirements

- You will hold a minimum diploma-level qualification, preferably in event management, marketing or business.
- Preferred minimum of two-years' experience working in an event or donor/customer acquisition role
- High-level creativity and writing skills
- A natural engager with excellent interpersonal skills and the ability to network within the Sydney Jewish Community.
- Computer literacy, including Word and Excel,
- Ability to understand metrics and insights

Professional Capabilities

- A well-organised self-starter with the ability to work independently to complete projects.
- A high-energy team member who can work collaboratively to support the implementation of forward-thinking initiatives
- Organisational skills to plan and budget for events and act autonomously to deliver to agreed goals, on-time and within budget.
- Appetite for learning new skills and willingness to develop skills through career development opportunities provided through JCA.
- Enthusiastic, positive and proactive – able to integrate with a close-knit team passionate about JCA, its member organisations and the community we serve.
- Ability to adhere to JCA office guidelines and practices as outlined in the Employee Orientation handout or as the CEO and CFO specified.

Personal Attributes

- Strong affinity for the Jewish community and JCA's vision.
- Contribute actively to the creation of a happy, positive, harmonious workplace.
- Optimistic and mature – able to understand and respect others' points of view.
- Calm under pressure; organised and efficient; able to follow through on projects and tasks.