



Junior Events and Marketing Manager

Job Spec

£32-£35 FTE (4 Days, office based)

Main duties and responsibilities

Events

- Expand current fundraising activities.
- Develop new events to reach new donors.
- Plan and organise community events to raise awareness of Jnetics services.
- Work with Head of Fundraising and Marketing on large scale Gala Dinners / Patron's Events as appropriate.
- Develop and manage relationships between event committees and Jnetics.
- Manage and grow Jnetics Young Professional Committee including YP events and outreach.
- Organise at least one YP event/talk quarterly.
- Evaluate events quality and impact on an on-going basis.
- Develop a challenge events portfolio.
- Monitor communal activity and present to the team quarterly on findings and interesting developments.

Marketing

- Work closely with Head of Fundraising and Marketing to develop Pesach and Rosh Hashanah Appeals.
- Work with Head of Fundraising and Marketing on donor updates to be sent to key supporters of Jnetics.
- Manage and develop content for synagogue magazines and newsletters.
- Generate new routes to market for continued growth of Jnetics.

Person Specification

Qualifications/Experience

- Minimum of 2 years of experience of running events and working with committees.
- Strong understanding and knowledge of Jewish communal landscape and events would be an advantage
- Strong database skills and experience.
- Expert proficiency with Microsoft Office and desktop publishing software ability to design and edit graphic presentations and materials.
- Exceptional organisation skills and impeccable attention to detail.
- Strong verbal and written communication skills.
- Advanced excel skills.
- Can do attitude and team player.

Send covering letters and CVs to emma@jnetics.org