

Community & Events Fundraising Executive



Hours: 35 Per Week

Location: London N3

Accountable to: Fundraising Manager

Salary: £25,000 - £30,000pa

Functional Links with: All MDA UK staff; volunteers and Board members; staff from the voluntary and private sector; individual donors; members of the public and MDA Israel

Main Duties and responsibilities:

- Oversee and manage the annual operations plan to ensure smooth delivery of programmes and events
- Be responsible for the planning, organisation and end-to-end delivery of events and trips - including liaising with relevant lay committee, stakeholders and participants
- Deliver engagement programmes in a seamless fashion such as the MDA UK National Council, Lifesavers and MDA volunteering scheme
- Coordinate and support local and national committees, campaigns and initiatives
- Work with synagogues, schools and community organisations to develop fundraising and advocacy initiatives
- Manage the strong collaboration between MDA UK and Magen David Adom in Israel and work closely with colleagues there
- Be an ambassador for MDA UK, and make presentations on behalf of the organisation as appropriate
- Recruit and support participants in sporting challenges raising funds for MDA UK
- Liaise with our marketing agencies for the day to day running of the fundraising team
- Recruit for the volunteering scheme and develop an alumni engagement programme
- Identify other developments to ensure efficient and effective communal awareness for MDA UK
- Assist the Fundraising Manager and Chief Executive with the preparation and organisation of fundraising appeals and marketing activities
- Report to the Fundraising Manager regularly on progress, highlighting any potential deviations from original plans
- Conduct end of project reviews to identify learning opportunities and to share best practice
- Have the ability to work flexibly including out of hours working
- Be prepared to undertake UK and overseas travel as required
- Work as an integral member of the MDA UK Team, supporting and assisting other members of the team and providing support as necessary
- Develop positive relationships with MDA UK staff, board members and other key leaders in the community as appropriate
- Attend all staff team meetings and training sessions unless given prior exemption by your line manager
- Be willing to undertake training identified by self or management as appropriate

Knowledge in practice:

- To keep abreast of new developments, legislation and best practice affecting fundraising
- To ensure all fundraising activity is compliant with relevant legislation and conforms to relevant professional bodies and external regulators
- To keep up to date with the Data Protection Act, and ensure adherence at all times
- To comply with the charity's policies
- To carry out other duties as required in line with your skills, experience, role and level of seniority