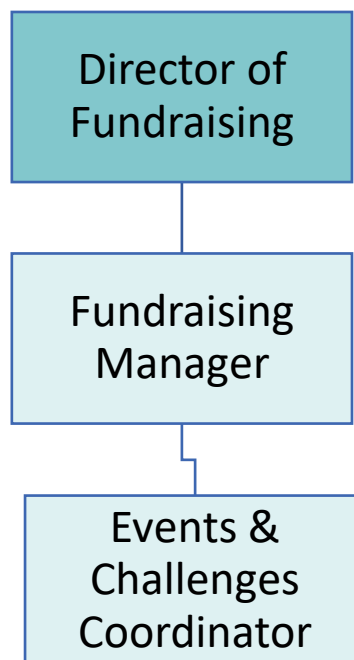


Job Description**Job Title:** Events and Challenges Coordinator**Reports to:** Fundraising Manager**Salary range:** £32,000 - £35,000 p.a.**1. Job Summary****About us**

Kisharon Langdon's vision is that people with learning disabilities and autistic people are supported to thrive. To facilitate this, our mission is to offer outstanding life opportunities rooted in Jewish values, enabling people we support to live as independently as possible, reach their potential and contribute as equals in our community and beyond.

Kisharon Langdon is committed to equal opportunities and safeguarding the welfare of vulnerable people, and all employees are expected to share this commitment.

**Main purpose of role:**

Reporting to the Fundraising Manager, the Events & Challenges Coordinator will be responsible for delivering an existing annual programme of fundraising activities, as well as expanding the Kisharon Langdon portfolio of fundraising events and challenges.

The post holder will steward new and existing supporters and work with event committees and volunteers. Together with the Fundraising Manager, the post holder will identify new donors,

including new young supporters, develop new relationships, with the aim of increasing fundraised income and growing the number and range of supporters.

This is an essential role within the charity and requires an experienced individual who is organised, pro-active, reliable, and self-sufficient whilst enjoying being part of a dynamic and newly merged fundraising and wider team.

2. Key Tasks and Responsibilities:

- End-to-end event and challenge management
- Stewardship of new and existing supporters, communicating on a regular basis as appropriate
- Explore and build new sponsorship opportunities.
- Maintain thorough records of contact, activities and donations across all event and challenge attendees and participants.
- To manage the acknowledgement of donations where required
- To assist with the redemption of pledges and the chasing of outstanding monies
- Play a proactive role in raising the profile of Kisharon Langdon in the community.
- Work alongside the Marketing team to ensure creative and effective publicity.
- Be a proactive and supportive member of the Fundraising department, always acting with discretion and diplomacy, and be an 'ambassador' for the organisation. Keep abreast of services provided by the organisation.
- Support the Fundraising Manager to maintain accurate and up-to-date records of all activity expenditure and income.

3. Support in relation to the Kisharon Langdon Dinner:

- To support the Fundraising Manager on the administration of major donor events, including the Annual Dinner
- Liaising with Table Hosts for guest details and preparing Invitation letters
- Brochure: preparing 'ask' letters, recording all submissions, Invoicing, thanking, collecting advert artwork.

4. General Responsibilities

- To work in conjunction with other departments across the organisations
- To build relationships with key stakeholders
- Maintain high professional standards of attendance, punctuality, appearance and conduct in accordance with the professional standards and religious ethos of Kisharon Langdon
- Participate in Fundraising, Data, Health and Safety and other learning activities as required.
- Maintain and develop strong relationships with employees and all other stakeholders at all levels.
- Make yourself aware of, abide by and support all Kisharon Langdon policies, including, but not exclusively, confidentiality and data protection, safeguarding, equality and diversity, non-discriminatory practice, Health and Safety and Jewish orthodox ethos, reporting any concerns to an appropriate person.

5. Key Values

The post holder will be expected to adhere to the following:

- **Organisational Values** - to behave in accordance with the organisation's values and ethos.
- **Equality & Diversity** - to act in accordance with the organisation's Equality, Diversity & Inclusion Policy, designed to prevent discrimination of any kind.
- **Health & Safety** - ensure all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management** – responsibility for reporting any concerns, complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for assisting with risk assessments.

6. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Kisharon Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation.

7. Acceptance

This job description has been received and agreed by:

Signature: (Post Holder)

Name: (Print)

Date:

Please sign and return this document to the HR Department on your appointment. The signed copy will be kept in your Personnel File.

Person Specification

Person specification	Essential	Desirable
Knowledge & Experience	Coordination of fundraising events Dealing with high worth and community level donors Extreme accuracy regarding maintenance of data and records An ability to always respect confidentiality and data protection	Knowledge of the Jewish Community Degree or equivalent
Communication & People Skills	Well-developed interpersonal skills and ability to deal with stake holders at all levels (internal and external, from a diverse variety of backgrounds) First class administration skills, including competency in office procedures/systems Excellent IT and numeracy skills including sound knowledge of Microsoft Office, applications, and CRM/databases Enthusiastic and self-motivated, team player	
Organisation Skills	Excellent organisational skills, eye for detail, oral and written communication Ability to multi-task and prioritise workload Efficient and accurate Budget management	
Behaviours	Sensitivity to the cultural and religious affinities of people we support, staff and all stakeholders. 'Can-do' positive attitude Loyal and trustworthy An understanding of and commitment to equal opportunities Able to travel to other locations and work outside of contracted hours	