



Job Title	Relationship and Partnership Manager
Reporting To	Chief Executive Officer
Salary	£42,000 per annum
Based At	Working from home and a limited number of days per month at a London/Birmingham office
Works Closely With	Events Team, PR and Comms Team

Summary of Post

The Relationship and Partnership Manager manages donors and the processes to manage and support donors within Liberal Judaism. This also involves the direct management and goal setting of the Membership Manager and Fundraising & Events Manager. The postholder is the first point of contact for donors and leads on donor stewardship within the staff team; the postholder is also responsible for the delivery of a CRM for Liberal Judaism, a core function of our work.

Key Responsibilities

Manage relationships with donors at a range of levels, ensuring that donors are informed and engaged with the work of Liberal Judaism

- Have the overall vision for the journey of each donor to Liberal Judaism.
- Be the first point of call for all major donors to Liberal Judaism, presenting and representing the organisation to our supporters, working on principles of donor stewardship at all times.
- Develop an understanding of donor requirements and interests that will enable the development of the relationship between donors and Liberal Judaism through targeted information and campaigns
- Design and deliver events for donors, from fundraising events to events to thank donors and supporters.
- Work collaboratively with other Liberal Judaism staff to ensure that work supported by donations is identified and celebrated across all of our communications channels.

Developing and supporting a culture of fundraising within Liberal Judaism

- Lead on the development of a culture of donor stewardship within the staff team, delivering training and offering a model of good practice.
- Working with the CEO, train and empower members of BoNO, VPs, the President and other volunteers to work as confident ambassadors for Liberal Judaism and embrace their ability to recruit new supporters.



- Seek opportunities to embed donor stewardship within all elements of the work of Liberal Judaism.
- Support the CEO and Executive Assistant to identify and prioritise meetings, events and opportunities for growth.

Develop a CRM system that utilises data to provide an individualised experience for both unique members and communities.

- Manage the process of building a CRM system that works to meet the needs of all departments and areas of work within Liberal Judaism.
- Ensure that the CRM system is populated and updated as required; gather feedback to make changes to the system as required.
- Train staff and volunteers in how to use the CRM system to both obtain and input information required for their specific needs.
- Work closely with the finance team to ensure efficient reporting is embedded into current and future accounts systems.
- Develop a knowledge base for the system that can be used to troubleshoot issues.
- Support Liberal Judaism's members with information about the process of selecting, designing, populating and managing a CRM system.
- Develop a strategy for monetising individual membership of Liberal Judaism as a separate entity.

Other relationships

- Identify new sources of income and prioritise the CEOs time in following these up.
- Identify new grants and maintain the relationships with existing grant bodies.
- Build a personal profile within the Jewish community and other relevant partnership organisations.

Person Specification

- Experience of being a senior manager
- Experience of CRMs
- Self motivated and well organised, instinctive and intuitive
- Able to write well and talk persuasively
- Able to have confidence to work with a wide range of people
- Ability to work effectively in a Jewish context, e.g. familiarity with common Hebrew or Yiddish vocabulary.

This is a guide to the nature of the work required of the Relationships and Partnership Manager. It is not wholly comprehensive, exhaustive or restrictive and may be reviewed with the post holder and the line manager from time to time. The post holder may be required to work some anti-social hours, by mutual agreement, and will be given time off in lieu of this work.