



## **JOB DESCRIPTION**

### **KKL ET REGIONAL CLIENT LIAISON – (PART TIME) MANCHESTER / LEEDS / LIVERPOOL**

<b>Based in:</b>	JNF Manchester Office 2 - 3 full days a week, or part time hours spread over the week within office hours.
<b>Reports to:</b>	Director of Legacies, Director of Community Relations.
<b>Internal points of contact:</b>	Legacy Team, Marketing Team, Finance Team.
<b>External points of contact:</b>	Legacy Clients, Legacy Mission participants, community organisations, event suppliers and vendors.

### **MAIN PURPOSE OF THE ROLE**

In order to broaden our client base and engage with regional communities to build on the support for the vital work that our parent charity, JNF UK, is doing in Israel, the Legacy Department is looking for a part time representative in Manchester to facilitate business development in the Northern communities. You would be a KKL ET presence in the area and would engage with prospective and existing KKL ET clients. You would be the first point of contact for enquiries in those communities as well as being available to visit or liaise with the clients with whom we have already built a relationship.

You would be managed by and report to Director of Legacies and Director of Community Relations who would make occasional but regular visits to meet with.

### **RESPONSIBILITIES**

- Providing outstanding service to all clients, both internal and external, continually building relationships.
- Monitoring responses from adverts.
- Dealing with enquiries in the initial process, taking details and explaining how the department works.
- Referring prospective clients to the Director of Legacies.

- Engaging with existing clients in Manchester, Leeds and Liverpool.
- Reporting to the Director of Legacies and Director of Community Relations on any developments or issues.
- Liaising with local communal organisations to enhance the relationship between JNF UK and the community.
- Organising events on behalf of KKL ET for clients and the wider community.
- Sourcing any other advertising/marketing opportunities for the department.

### **PERSON SPECIFICATION**

You will be/have

- Knowledge of Israel and experience of the Jewish Community.
- Initiative driven with pro-active approach to work.
- A proven track record of event planning and execution.
- Highly organised with excellent attention to detail and ability to work to deadlines.
- Excellent communication skills – written & verbal.
- Sensitivity, patience, understanding and confidentiality when dealing with legacy donors.
- Understanding and be able to put the clients' needs first.
- Ability to work independently as well as work interdependently in a team environment.
- Willing and able to take instructions.
- Able to represent the department accordingly.
- A driver and own a car.

### **NOTES & OTHER INFORMATION**

- This Job Description only indicates the main duties and responsibilities of the post and is not intended as an exhaustive list.
- JNF reserves the right to amend this Job Description from time to time according to business needs, any changes will be confirmed in writing.
- This is an office-based role with some travel required. Office opening hours are 9.00 – 17.30 with early closing on Fridays.
- Twenty days holiday plus 8 statutory bank holidays plus (prorated), Jewish festivals when they fall during normal working days and the office is closed.