

IEF-International

IEF-Scotland

Support Development Manager (p/t)

- Job title:** Support Development Manager (part-time)
Responsible to: Appointed Board member
Responsible for: Administering the work of IEF in Scotland and raising the profile of the charity through building a prayer, volunteer and finance support network
Salary Range: £21.5k to £23.5k (full-time equivalent)
Contract: An initial 3-year appointment, 22.5 hours per week
Base: Scotland; working from home with equipment for homeworking provided

Background

IEF-International is a Christian Charity registered in Scotland, established to support 'Building God's Kingdom in Israel'. In Israel, its objectives are to engage with and support the 'Body of Messiah' (All the peoples of Israel, whether Jew, Arab, or of any other nationality, who acknowledge Jesus as Lord) particularly those in the workplace. Beyond Israel, it seeks to enrich and transform the lives of Christians worldwide, as disciples of the Lord Jesus, with what Israel, and the Land of the Bible has to offer. It does so through networking, partnering, teaching, discipling, capacity building, leadership development, and strategic visioning.

The IEF is governed by a Board. Its CEO is based in Israel and there are active supporters in several other countries. In Israel the IEF works in partnership with the Norwegian Church Mission to Israel (NCMI), the IEF CEO being the NCMI Israel Director. The primary interest in Israel is the development of discipleship, professional and academic networks. In Scotland, the desire is to develop a supporter base, building on existing prayer groups and interested Churches. Tour and study groups have gone to Israel, and there are plans to recruit students for the proposed NCMI Discipleship Centre. IEF desires to see development of the embryonic Theology Group, Marketplace Group (professional partnerships in health and education professions), and an outreach mission team to Jews and Israelis in Scotland.

This is a new post which will be actively engaged in the development of IEF and its ministry.

Purpose of the Role:

The Support Development Manager will be primarily responsible for the development and management of IEF-International's ministry in Scotland. In line with current objectives this will include,

- Developing support and fundraising, including raising personal financial support
- Managing and developing the digital platform of IEF
- Supporting the CEO in his work
- Organizing visits of the CEO and other visitors to Scotland.
- Supporting the Chair, Treasurer and other Board members in their roles.
- Managing the Scottish end of tours to Israel.
- Developing and supporting an Israel Missional Group in Scotland.
- Managing, the Scottish end of interns and volunteers working in Israel
- Provide admin and logistical support for membership groups of IEF – i.e. the Theology Group and the Marketplace Group

Accountability:

Accountable to the Board appointed line manager

Main Responsibilities:**a) Being responsible for the administration of IEF in Scotland**

- Overseeing the IEF work in Scotland: responding to inquiries, mailings etc
- Organising events, meetings, conferences and logistics of tours of CEO and guests to Scotland
- Handling admin for the Scottish end of IEF tours to Israel
- Managing IEF projects and programmes in Scotland

b) Support raising

- Encouraging the growth of prayer and financial support for IEF by individuals and churches
- Raising personal support to contribute towards funding of this role according to targets agreed with the line manager
- Developing, in conjunction with the Board, a fund-raising plan and playing a full part in implementing the plan
- Seeking Trust funding and accessing grants for the work of IEF

c) Communication

- Ensuring that the ministry of IEF is profiled within Scotland – creating opportunities for IEF to be profiled in church gatherings, speaking at events on behalf of IEF
- Building a Scotland-wide database of supporters and ensuring regular communication with them
- Developing and maintaining the digital presence of IEF

Role Requirements:

- Commitment to the vision and aims of the IEF, active support of its Core Values and Beliefs, and an active member of a local church
- Experience in support development and fundraising
- Relevant management and administrative experience combined with degree level qualifications. Project Management training and experience would be an advantage.
- Relational and sociable
- Digitally savvy
- Excellent communication and presentation skills both verbal and written, tailored context
- Ability to network effectively

Expected behaviours and key competencies:

- Motivates others towards a course of action by a persuasive and influential style
- Flexible, adaptable, and open to change, consider new approaches that lead to change
- Targets are met and plans refined to meet changing priorities
- Builds relationships with key stakeholders
- Welcomes and offers constructive feedback
- Champions a quality focus despite setbacks
- Adopts a positive approach
- Able to work in a team