



JOB DESCRIPTION | SENIOR FUNDRAISING OFFICER

1. **Job title:** *Senior* Fundraising Officer

2. **Department:** Fundraising

3. **Responsible to:** Fundraising Manager & General Director

4. **Purpose:** The role of the Fundraising Officer is an exciting opportunity to use your initiative and creativity to help us develop and improve our strategies, as well as work on fun yet challenging projects all year round. As part of the role you would be expected to build, nurture and maintain relationships with potential funders. This demanding and varied role requires a committed and responsible person. Three key skills stand out within this position: Sales skills, managing projects and should also demonstrate excellent relationship skills with a strong contact base in the community in order to generate leads. Leadership and motivational qualities are also essential, as is the ability to multi-task and prioritise work.

Must be flexible with willingness to work weekends, evenings and during campaign periods.

5. Main tasks

- To identify and develop new fundraising activities and events in conjunction with the Fundraising Plan in order to reach personal yearly target
- To draw up and implement campaign/event plans with clear measureable outcomes.
- To engage, develop and maintain professional relationships with individual members of the local community, local companies and other community organisations in order to promote one off donations and regular giving
- Actively engage with various communities & organisations with the aim of generating funds.
- To build a base of volunteers to utilise in your Fundraising targets and activities.
- To co-ordinate campaigns and fundraising activities at the local level and national level.
- To establish and maintain contacts - volunteers, local community leaders & external organisations.
- To raise funds and awareness within the area through contact with mosques, schools, businesses, community groups and the general public at large.
- To attend networking events and other events to promote the work of Muntada Aid.
- To identify and research local donor market - strengths, weaknesses, opportunities and threats.
- To write reports and plans which inform decision making at Senior Management and Trustee level
- To engage with local and national organisations to source Sponsorship and partnership opportunities to raise funds and awareness.
- To undertake any other duties commensurate with the accountabilities of the post.
- To take part in public speaking activities for fundraising presentations.
- Appear on TV to represent the activities of Muntada Aid during campaign periods.
- To participate in meetings associated with the work above.
- To maintain all the administrative needs that are associated with fundraising.



PERSON SPECIFICATION | SENIOR FUNDRAISING OFFICER

(E)= Essential

(D) = Desirable

Qualification & Training

- A University degree with a higher pass in English (D)
- Membership of institute of Fundraising (D)

Experience

- At least 2 years proven experience in fundraising, marketing and events management. (E)
- Substantial experience on managing and delivering on challenging targets. (E)
- Good knowledge of traditional and non-traditional Community Fundraising models. (E)
- Proven ability to work to a high standard and with an eye for detail, working to strict deadlines, and managing multiple accounts and projects simultaneously (E)
- Budgeting experience (D)

Skills

- Excellent administrative, organisational and presentation skills (E)
- Excellent written and oral communication (E)
- Excellent time management skills (E)
- Strong negotiation skills (E)
- Proficient in the use of Microsoft Office (E)
- Good knowledge of ICT (E)
- Good interpersonal skills (E)

Knowledge

- Good knowledge of contemporary fundraising techniques (E)
- Good knowledge of public and private sector funding sources, structures and organisations. (D)
- Good knowledge of the UK Muslim community (D)
- Strong Knowledge of all legislation around Fundraising Standards and Charity Commission (D)

Ability

- Ability to work under pressure to agreed deadlines and adapt to change (E)
- Ability to work effectively within a team environment (E)
- Ability to prioritise workload and work on own initiative ((E)
- Confident public speaker (E)
- Understanding of the voluntary sector (D)
- Ability to communicate in Arabic/Urdu/Punjabi/Bengali. (D)
- Ability to work unsociable hours during peak campaigns. (D)

Other

- UK driving license (E)