



## **Vacancy**

### **Ramadan Fundraising Officer**

#### **Temporary contract**

#### **The charity**

Muntada Aid is a charity organisation based in the United Kingdom. It was established in 1986. The programmes that Muntada Aid have implemented over the last 27 years in these countries have focused primarily on Education, Health, Water, Sanitation and Relief Work. It also carried out many projects in the area of Capacity Building for these much needed communities. All of its activities were carried out in different locations through local initiatives, regardless of the faith and belief of the needy.

#### **The Role**

Ramadan is a very unique time of the year for us. It is hands on, fast paced and a time to gain insight into the most exciting campaign of the year. You have the chance to join us to ensure we deliver a high performance Ramadan Campaign. You should be able to work in a high pressured environment, have a genuine care for helping those in need, be highly motivated and be able to adapt to different situations. You will take lead in visiting centres and mosques to conduct appeals for our unique projects as well as visit our Ramadan Live Appeal studios and call centres. You will also be a leader for our volunteers at various events. As well as this we require some general administrative work.

This is the ideal position for someone wanting to gain and insight and experience into the charity industry.

#### **The Person**

In order to undertake this role effectively, we propose to recruit a dynamic sales orientated addition to the team; their tasks will be as follows.

1. Make Mosque Calls and identify collections and relations
2. Make Masjid visits and build relations.
3. Postering and leaflets
4. Send out letters to the existing database and to new Masjids
5. Assist in co-ordinating staff and volunteer for Collections
6. Conduct Mosque collections in Ramadan
7. Attend and manage any events or appeals taking place.

**NB: Given the nature of this role you will need to have a FULL UK DRIVING LICENCE (CLEAN). Ideally you have your own car, if not and you are over the age of 21, we can supply you with a car.**

#### **How to apply**

**All interested applicants should send their CV and a covering letter to [hr@muntadaaid.org](mailto:hr@muntadaaid.org)**

Please clearly state the position you are applying for.

**Closing date:** 12 May 2017