JOB DESCRIPTION | **FUNDRASING OFFICER**

1. **Job title:** Fundraising Officer

2. **Department:** Fundraising

3. **Responsible to:** Fundraising Manager & CEO

4. **Location**: Birmingham (Occasional Travel to London)

5. **Purpose:** As we prepare to expand our offices across the UK, Birmingham is our first move. Having secured our premises, we are looking for a skilled and dedicated Fundraiser with 2-3 years experience. The successful candidate will be expected to take lead in establishing and building a strong presence in the community through all networks, establishments and volunteers. The candidate should have strong ties with community leaders and local organisations. 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.

6. **Main tasks**

- To develop, implement Regional Fundraising Plan.
- To draw up and implement campaign plans with Fundraising Manager and other Fundraisers in line with national and regional campaigns.
- To actively engage with various communities and organisations with the aim of generating funds.
- 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 investigate and implement new ways of increasing funds.
- To attend networking events and other events to promote the work of Muntada Aid.
- To assist in the co-ordination and implementation of national events when required.
- To identify and research local donor market - strengths, weaknesses, opportunities and threats.
- To build a base of volunteers to utilise in your Fundraising targets and activities.
- To participate in meetings associated with the work above
- To ensure that decisions from any meetings or discussions are followed up
- To communicate with external organisations including local authorities, mosques, etc.
- To undertake any other duties commensurate with the accountabilities of the post.
- To take initiative in identifying and creating opportunities in order to reach personal yearly fundraising target.
- To take part in public speaking activities for fundraising presentations.
- Appear on TV to represent the activities of Muntada Aid during campaign periods.
- To maintain all administrative responsibilities related to the office.

PERSON SPECIFICATION | FUNDRASING OFFICER

(E)= Essential   (D) = Desirable

Qualification & Training

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

Experience

- Proven experience in fundraising, marketing and events management. (E)
- Experience of planning and managing successful projects or experience of working in a customer/volunteer-focused environment. (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)

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)