



JOB DESCRIPTION | Senior Fundraising Officer | MUNTADA AID

Job title:	SENIOR FUNDRAISING OFFICER		
Salary:	£22,000 – £26,000 Per annum (Depending on experience)	Location:	Parsons Green, London SW6
Responsible to:	Fundraising Manager	Responsible for:	- Volunteers
Contract:	- Full Time 40 hours per week; - 5 days per week [availability must be 7 days per week] - weekdays, weekend & evening	Start Date:	Immediate Start

1. Purpose: This role 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, project management 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.

Note: Must be flexible with willingness to work weekends, evenings and during campaign periods, with due TOIL provisions granted.

2. Main tasks

1. Mosques:
 - a. Maintain and build the relationship with new and existing Mosques.
 - b. Conduct weekly visits to Mosques on a national level.
 - c. Achieve a set amount of mosques collections throughout the year.
 - d. Actively engage with Mosques – Conduct presentation, feedback reports, sponsor calendars, collaborate on events.
 - e. Organise Mosque Appreciation Dinners
2. Distribution
 - a. Ensure that popular events are targeted for promotional activities e.g. video presentation/leafleting during and after events
 - b. Ensure that Friday Prayer is attended at a variety of Mosques weekly where our literature is being distributed.
 - c. Ensure shops and outlets surrounding key Mosques are canvassed with current appeals



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3. Volunteer Networks
 - a. Engage with Volunteer networks in localities to build support networks – With the aim of creating sub teams in areas to increase the reach of all above activities.
4. Project Proposals
 - a. To nurture and create active relationships with Mosques and other locally built contacts to present projects that require funding, that funders can take ownership over.
5. Schools
 - b. To create a model around how to engage with schools on a long term capacity
 - c. Execute one medium/major size campaign during the year to raise money from schools, businesses, madrassas etc.

Other General Duties

- 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
- To attend networking events and other events to promote the work of Muntada Aid.
- To write reports and plans which inform decision making at Senior Management and Trustee level
- To take part in public speaking activities for fundraising presentations.
- To provide support and guidance to staff where necessary.
- Appear on TV to represent the activities of Muntada Aid during campaign periods.
- To participate in meetings associated with the work above.
- To develop and maintain all the administrative needs that are associated with fundraising as well as general admin tasks.
- Produce reports on all major events and campaigns in order to learn and develop best practice.
- Conduct high caliber fundraising presentations to all stakeholders and potential supporters. Up to 5,000 people in major events.
- Any other duties commensurate with the accountabilities of the post.



PERSON SPECIFICATION | SENIOR FUNDRAISING OFFICER

(E)= Essential

(D) = Desirable

Qualification & Training

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

Experience

- At least 3 years proven experience in Fundraising, Marketing and Events Management. (E)
- Substantial experience 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)
- Experience supervising a team (D)
- 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)