



JOB DESCRIPTION | FUNDRAISING OFFICER

1. **Job title:** Fundraising Officer

2. **Department:** Fundraising

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

4. **Purpose:** The Fundraising Officer is responsible for fundraising activity with objectives and targets agreed in Muntada Aid's Strategic Plan and annual team work plan. 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. Summed up, nurture relationships and generate income for the organization.

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

5. Main tasks

- To develop, revise and implement National Fundraising Plan.
- To draw up and implement campaign plans with Fundraising Manager and other Fundraisers.
- 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.



PERSON SPECIFICATION | FUNDRAISING 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)