



JOB DESCRIPTION | Regional Fundraising Coordinator | MUNTADA AID

Job title:	REGIONAL FUNDRAISING COORDINATOR		
Pay:	£12 per hour (Depending on experience)	Location:	Positions needed in All major UK Cities
Responsible to:	Fundraising Manager	Responsible for:	Volunteers
Contract:	Temporary - during Ramadan	Start Date:	Immediate Start

1. The Role

We are looking for confident and well-spoken individuals, to help us execute our Ramadan charity mosque collections in cities across the UK. The role will involve a) mobilising volunteers & logistics and executing the collections across mosques that are booked via HQ; b) Additionally, in order to expand our reach, we are seeking individuals with strong, influential ties to their local institutions, to secure extra collections for our organisation. The remuneration for executing existing collections will be at the rate of £12/hr and for each new mosque secured where previously no collection had ever taken place, we will award £100 per collection. Candidates who excel will also be considered for recruitment on a permanent basis.

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

2. Main tasks ¹

- To reach out to local communities, organisations and mosques for collecting donations within and after Ramadan.
- To actively engage with Muntada Aid current communities and organisations with the aim of generating more funds.
- To take lead and responsibility in ensuring all mosques collections are executed in accordance with the guidelines and expectations of Muntada Aid.
- To co-ordinate campaigns and fundraising activities at the local level as part of a national campaign.
- 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 be aware of legislation around the fundraising standards of the industry.
- To assist in the co-ordination and implementation of national events when required.



- To build a base of volunteers to utilise towards 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 fundraising target.
- To take part in public speaking activities for fundraising presentations.



PERSON SPECIFICATION | Regional Fundraising Coordinator | MUNTADA AID

1.	Qualifications and Training	
a.	Full UK Drivers licence	Essential
2.	Skills and Experience	
a.	Proven experience in fundraising, marketing and events management	Essential
b.	Experience of planning and managing successful projects or experience of working in a customer/volunteer-focused environment	Essential
c.	Budgeting experience	Desirable
d.	Excellent administrative, organisational and presentation skills	Essential
e.	Excellent oral communication and demonstrated experience of presenting to hundreds of people.	Essential
f.	Excellent time management skills	Essential
g.	Strong negotiation skills	Essential
h.	Good interpersonal skills	Essential
3.	Knowledge and understanding	
a.	Good knowledge of contemporary fundraising techniques	Essential
b.	Good knowledge of public and private sector funding sources, structures and organisations.	Desirable
c.	Good knowledge of the UK Muslim community	Desirable
4.	Ability	
a.	Ability to work under pressure to agreed deadlines and adapt to change	Essential
b.	Ability to work effectively within a team environment	Essential
c.	Ability to prioritise workload and work on own initiative	Essential
d.	Confident public speaker	Essential
e.	Understanding of the voluntary sector	Desirable
f.	Ability to communicate in Arabic/Urdu/Punjabi/Bengali	Desirable
g.	Ability to work unsociable hours during peak campaigns	Essential
5.	Commitment	
a.	Commitment to Muntada Aid's vision, mission and faith inspired values, upholding the highest standards in conduct	Essential
b.	Has a learning attitude and a continuous improvement philosophy.	Essential



c.	Committed to work in a manner which always considers the organisations long term visions whilst maintaining an overview of its immediate situation and needs.	Essential
d.	Commitment to the charity sector.	Essential

How to Apply

Please apply before the closing date by sending your CV and covering letter via email to hr@muntadaaid.org

Note: if you do not hear back from us within 4 weeks please assume that your application has not been successful.

¹ Employee duties are not limited only to the above-mentioned accountabilities; the successful candidate may perform other duties as assigned, relative to the specified discipline.