



JOB DESCRIPTION | Senior Fundraising Officer | MUNTADA AID

Job title:	SENIOR FUNDRAISING OFFICER		
Salary:	£24,000 – £28,000 per annum (Depending on experience)	Location:	Hainault, IG6
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. The Role

The role of the Senior Fundraising Officer 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, 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.

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

2. Main tasks ¹

1. To identify and develop new fundraising activities and events in conjunction with the Organisation's Fundraising Plan in order to reach personal yearly target
2. To draw up and project-manage campaigns/appeals such as seasonal campaigns (Ramadan, Qurbani), winter appeals, etc.
3. To Develop and execute project work plans with clear measurable outcomes in collaboration with various departments.
4. Manage budgets for campaigns/events to ensure funds are being utilized effectively and efficiently to achieve the objectives set.
5. Conduct high caliber fundraising presentations to all stakeholders and potential supporters. Up to 5,000 people in major events.
6. Actively engage and develop professional relationships with High Net-worth Individuals, local companies and other community organisations with the aim of generating funds.
7. To build a base of volunteers to utilise in your Fundraising targets and activities.
8. To co-ordinate campaigns and fundraising activities at the local level and national level.
9. To raise funds and awareness nationally through engagement with mosques, schools, ISOCs and related associations.
10. To attend networking events and other events to promote the work of Muntada Aid.



11. To engage with local and national organisations to source Sponsorship and partnership opportunities to raise funds and awareness.
12. Appear on TV to represent the activities of Muntada Aid during campaign periods.
13. To participate in meetings associated with the work above.
14. To maintain all the administrative needs that are associated with fundraising.
15. To undertake any other duties commensurate with the accountabilities of the post.
16. Provide leadership to fundraising (and related campaign) staff and volunteers, inspiring them to perform and achieve the department's ambitious targets and goals.
17. Source new innovative opportunities, relationships and partnerships to increase the yearly income.
18. Manage fundraising contracts with TV stations, strategic partners, community organizations etc. to ensure the agreed terms are maximized for Muntada Aid's benefit.
19. Produce reports on all major events and campaigns in order to learn and develop best practice.
20. Ensure an excellent supporter care program. Keeping up to date on key trends, best practice and fundraising law.
21. Have a creative approach to fundraising and fundraiser/donor engagement.²
22. Ensure that all resources and materials needed for fundraising activities are produced and stocked.
23. Ensure that all necessary records and reports are kept of the above activities on internal databases.
24. Give Support to donation processing systems so donations are received effectively and so we can access and analyse the methods being used.
25. Ensure operations for all regular giving, single donations and pledge follow ups are operating smoothly and we are maximizing the donations from the income streams

3. Other General Duties

- Promoting Muntada Aid's vision, mission and values, and act as an ambassador and role model at all times
- Travel across the UK and internationally as part of fundraising role, including field offices to gain first hand insight into Muntada Aid's projects for which funding is being sought.
- To maintain all the administrative needs that are associated with fundraising and marketing, which include the development of departmental manuals and processes.
- Develop responses and action plans for reputational challenges and crises (including donor relations), and coordinate the external responses in consultation with leadership;
- To be responsive to evolving organisational needs and support any reasonable task within and beyond usual remit, as required.



PERSON SPECIFICATION | Senior Fundraising Officer | MUNTADA AID

1.	Qualifications and Training	
a.	Qualified to a minimum of a UK Graduate Degree or equivalent	Essential
b.	Full UK Drivers licence	Essential
c.	Recognised qualification in fundraising, marketing or humanitarian related area (e.g. Business Administration, International Development) or associated subjects	Desirable
2.	Skills and Experience	
a.	Experience of developing and establishing strategies and work plans which help to deliver the wider organisational objectives, especially in relation to fundraising and resource development	Essential
b.	Proven experience of significant income generation that is: granted, earned or given/donated	Essential
c.	Proven experience of significant income generation from diversified markets	Desirable
d.	Proven ability to lead and direct staff (Inc. volunteers) through delegation of authority, allocation of tasks and effective performance management.	Essential
e.	Excellent computer and IT skills, including the use of Microsoft Office Suite 2016 software packages (Word, Excel, PowerPoint, Outlook)	Essential
f.	Experience in using fundraising databases and CRM systems	Desirable
g.	Proven networking skills leading to positive relationships with external bodies demonstrating measurable outcomes	Essential
h.	Experience of traveling to field offices and humanitarian events abroad	Essential
i.	Sound communication skills used to persuasively deliver complex information	Essential
j.	Experience in initiating and maintaining successful partnerships and relationships	Essential
k.	Experience and familiarity in using up to date communications technology	Desirable
3.	Knowledge and understanding	
a.	Excellent Knowledge and understanding of Islamic values and principles	Essential
b.	An understanding of international development and humanitarian work in relation to international development and humanitarian work	Desirable
c.	Experience of using CRM, ERP or accounting software such as Sage, QuickBooks, Xero	Desirable
d.	Responds positively to change, ambiguity, adversity and pressure. Highly organised and efficient and able to report and monitor to tight deadlines	Essential
e.	Analytical with an eye for detail. Works towards high standards of accuracy and efficiency	Essential
f.	Excellent communications skills –written and verbal	Essential
g.	Professional when dealing with Senior Staff, Fellows, alumni, donors and colleagues.	Essential
h.	Proficiency in the use of computers; Microsoft Office Suits;	Essential
i.	Good judgment about when to use initiative and when to consult	Desirable



j.	Maintain confidentiality and discretion at all times	Essential
4.	Ability	
a.	Ability to read, write and fluently speak the English language	Essential
b.	A working knowledge of a second language (such as Arabic, or an Indian Subcontinent language).	Desirable
c.	Proven ability to lead, manage, motivate and develop a team	Essential
d.	Strong emotional intelligence and resilience with the ability to maintain composure - acting in a calm and measured way, especially in challenging situations.	Essential
e.	A positive disposition with the ability to overcome setbacks by motivating others.	Essential
f.	Ability to manage finances and resources within budgetary constraints in order to achieve strategic goals	Essential
g.	Ability to guide staff development towards achieving key performance indicators and organisational strategy.	Desirable
h.	Ability to travel to field offices and humanitarian events abroad	Essential
i.	Proven ability to report on decisions which have been drawn from sound analysis of available data.	Essential
j.	Proven ability in public speaking and all other aspects of communication and marketing.	Essential
k.	Is highly flexible & dynamic in terms of attitude and action allowing the individual to be able to adapt to changing situations and priorities.	Essential
l.	To adapt quickly to changing deadlines and priorities	Essential
m.	Flexible in attitude and action to ensure the objectives of the department are achieved.	Essential
n.	To work in a systematic and methodical manner	Essential
o.	Self-motivated and able to carry out repetitive work	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.