



JOB DESCRIPTION | Temporary Fundraising Officer | MUNTADA AID

Job title:	TEMPORARY FUNDRAISING OFFICER		
Pay:	Up to £12 per hour (Depending on experience)	Location:	- Hainault, IG6 - East London, E1
Responsible to:	Fundraising Manager	Responsible for:	- N/A
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 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.

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

2. Main tasks ¹

- 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 | Temporary Fundraising Officer | MUNTADA AID

1.	Qualifications and Training	
a.	Full UK Drivers licence	Essential
b.	Membership of institute of Fundraising	Desirable
c.	Qualified to a UK Graduate Degree or equivalent, preferably related to fundraising, marketing or communications	Desirable
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 written and oral communication	Essential
f.	Excellent time management skills	Essential
g.	Strong negotiation skills	Essential
h.	Proficient in the use of Microsoft Office	Essential
i.	Good knowledge of ICT	Essential
j.	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	Desirable



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.