

JOB DESCRIPTION | FUNDRAISING MANAGER

1. **Official Job title:** Fundraising Manager

2. **Department:** Fundraising

3. **Responsible to:** CEO

4. **Hours:** 40 hours per week (Mon – Fri).

****Must be flexible with willingness to work weekends, evenings and during campaigns and busy periods.**

5. **Purpose:** The post holder will be responsible for raising and growing revenue, will design and implement a sustainable development strategy to increase philanthropic revenue from a diverse portfolio of supporters across the UK including community groups, outreach networks, partners and individuals.

They will mentor and lead a team of fundraisers and volunteers to achieve ambitious revenue and renewal goals year over year, while delivering excellent stewardship experiences for our supporters.

6. Core Areas of work

- Develop, coordinate and implement Human Aid's Fundraising strategy.
- Develop and execute work plans for all major campaigns and events throughout the year.
- Develop and maintain all areas of community fundraising throughout the year to generate the funds needed to sustain humanitarian and organizational activities.
- Build on the areas of High Net Worth and CSR in regards to income generated from corporate, major donor and trusts so that these areas become part of our sustainable fundraising foundation
- Provide leadership and mentorship to fundraising staff, and fundraising volunteers, inspiring them and developing them, to perform and achieve the organisational targets and goals.
- Manage all fundraising contracts with TV stations, strategic partners, community organizations etc to ensure the agreed terms are maximized for Human Aid's benefit.
- Develop and expand regional fundraising offices, whilst providing strategic guidance to all regional offices to ensure strategic objectives are being maintained.
- Grow and expand our clothing banks network across the UK.
- Expand outreach initiatives throughout various communities and demographics to recruit volunteers, generate income and exposure to Human Aid campaigns and activities.
- Develop framework and structure to facilitate and nurture a high performing volunteer culture withing the organisation.

7. General Areas of work

- Promoting Human Aid's vision, mission and values, and act as an ambassador and role model at all times
- Manage all budgets for departments to ensure funds are being utilized effectively and efficiently to achieve the objectives set.
- Conduct high caliber fundraising presentations to all stakeholders and potential supporters.
- To attend networking events and other events to promote the work of Human Aid, and enhance visibility.
- Travel across the UK and internationally as part of fundraising role, including field offices to gain first hand insight into Human Aid's projects for which funding is being sought.
- Source new innovate opportunities, relationships and partnerships to grow revenue streams.
- To write reports and proposals which inform decision making at Leadership and Trustee level
- Appear on TV to represent the activities of Human Aid during campaign periods.
- Keeping up to date on key trends, best practice and fundraising law.
- To maintain all the administrative needs that are associated with fundraising and related work.
- Develop responses and action plans for reputational challenges and crises (including donor relations), and coordinate the external responses in consultation with leadership;
- Support other departments to develop an excellent supporter care programme.
- Have a creative approach to fundraising and fundraiser/donor engagement.
- Ensure that all resources and materials needed for fundraising activities are produced and stocked.
- Ensure that all necessary records and reports are kept of the above activities on internal databases.
- Support the operational processes for regular giving, single donations and pledge follow ups and ensure they are operating smoothly and we are maximizing the donations from the income streams
- To utilise personal networks and communication channels to develop brand and project awareness.
- To be responsive to evolving organisational needs and support any reasonable task within and beyond usual remit, as required.

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and empathy with the Islamic values and principles as well as commitment to Human Aid's vision and mission.

- 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.
- Proven experience of significant income generation that is; granted, earned or given/donated (ideally from diversified markets)
- Proven ability to lead, and give direction to staff (and volunteers) through delegation of authority and tasks, and effective performance management.
- Degree or higher expected. Qualification in fundraising, marketing or humanitarian related area (e.g. business administration, international development) or associated subjects preferable.
- Excellent computer and IT skills, including the use of standard MS software packages (Word, Excel, PowerPoint, Outlook). Experience in using fundraising databases is an advantage.
- Good financial and resource management which enables strategic goals to be achieved within budgetary constraints.
- Demonstrated skills in networking which lead to positive relationships with external bodies.
- Ability to guide staff development towards achieving key performance indicators and organisational strategy.
- Ability and experience of traveling to field offices and humanitarian events abroad
- A good understanding of how to build, guide and motivate teams that have a clear innovative direction as well as working collaboratively as part of a high performing senior team.
- Sound communication skills which delivers complex information persuasively
- Proven ability to report on decisions which have been drawn from sound analysis of available data.
- To work in a way which always considers the organisations long term vision whilst maintaining an overview of its immediate situation and needs.
- An understanding of international development and humanitarian work, with a proven track record in initiating and maintaining successful partnerships and relationships.
- Proven ability in public speaking and all other aspects of communication and marketing.

- Experience and familiarity in using up to date communications technology (i.e. multimedia, digital, publishing, public relations etc)
- Fluent written and spoken English; a working knowledge of a second language (such as Arabic, or an Indian Subcontinent language) is desirable.
- Strong emotional intelligence and resilience, and able to maintain composure - acting in a calm and measured way, including in difficult situations, whilst overcoming setbacks by motivating others.
- Is highly flexible, dynamic and able to adapt to changing situations and priorities.
- Has a learning attitude and a continuous improvement philosophy.
- Must have a clean driving license