

JOB DESCRIPTION | FUNDRAISING OFFICER

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

2. **Department:** Fundraising

3. **Responsible to:** Fundraising Manager & 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 Fundraising Officer will be responsible for assisting the Fundraising Manager in developing fundraising activities as per the set objectives and targets agreed in Human Aid's Strategic Plan and annual team work plan.

6. Core Areas of work

The role of the 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 with objectives and targets agreed in Human Aid's Strategic Plan. As part of the role you would be expected to build, nurture and maintain relationships with potential funders and stakeholder groups. 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.

5. Main tasks

- To draw up and implement campaign plans with Fundraising Manager and fundraising team.
- To co-ordinate campaigns, events and fundraising activities at the local level and national level.
- To actively engage with various communities and organisations with the aim of generating funds.
- 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 research and implement new and innovative ways of generating funds from existing and emerging communities.
- To build multiple bases of volunteers to utilise in your Fundraising targets and activities.
- Support the establishment and implementation of a volunteers framework.
- To take initiative in identifying and creating opportunities within different community groups, in order to reach personal yearly fundraising target.
- To take part in public speaking activities for fundraising presentations.

5. Other tasks

- To participate in meetings associated with the work above
- Appear on TV to represent the activities of Human Aid during campaign periods.
- To communicate with external organisations including local authorities, mosques, etc.
- To ensure that decisions from any meetings or discussions are followed up
- To identify and research local donor market - strengths, weaknesses, opportunities and threats.
- To attend networking events and other events to promote the work of Human Aid.
- Produce evaluation reports on fundraising activities and incorporate any lessons learnt in the future.
- Support the Fundraising Manager in other Fundraising related activities as required by the organisation.
- To undertake any other duties commensurate with the accountabilities of the post.

PERSONAL 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)