

Job Title:	Fundraising and Volunteers Co-ordinator (South)
Department:	Fundraising
Location:	London
Reports to:	Regional Fundraising Manager
Line Management responsibility:	None
Budgetary Responsibility:	None
Child safeguarding level:	This role will require an Enhanced DBS check, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.

Job Purpose:

The Fundraising and Volunteers Co-ordinator is responsible for assisting the Regional Fundraising Manager in developing fundraising activity as per the set objectives and targets agreed in Muslim Aid's Strategic Plan and annual team work plan.

Main Responsibilities:

Fundraising and Stakeholder Management

- Work with the Fundraising team to maximize income from a diverse range of community and innovative events to achieve agreed income targets.
- Deliver the fundraising strategy and objectives within budget.
- Coordinate campaigns and fundraising activities at a regional level.
- Raise funds with key stakeholders such as schools, businesses, mosques, community groups and the general public at large.
- Organise and co-ordinate fundraising and promotional events for region and replicate nationally where relevant including attending at events such as schools, businesses, mosques, community groups and the general public.
- Ensure that all fundraising adheres to our Supporter Promise as well as relevant fundraising regulation.
- Represent Muslim Aid on Live Appeals as and when required.
- Develop and maintain your own portfolio of stakeholders and research and prioritise new donors, ensuring high quality stewardship with the aim of securing ongoing support.
- Manage relationships with relevant external stakeholders to ensure the best possible value for money and ROI.
- Support the Fundraising Manager in other Fundraising related activities as required by the organisation.
- Create and implement campaign plans with Fundraising Manager and department.
- To identify and research local donor market- strengths, weaknesses, opportunities and threats

- Ensure that decisions from any meetings or discussions are followed up.
- Produce evaluation reports on fundraising activities and incorporate any lessons learnt in the future.
- Ensure monthly / quarterly events are planned in advance and all relevant stakeholders (internal and external) are kept in the loop such as social media, graphics design, volunteers etc.
- Assist on fundraising social media for Muslim Aid (both content and scheduling) to engage new and existing audiences on a range of topics, working with colleagues in the digital team.

Volunteers

- Recruit and supervise a targeted amount of new volunteers and organise training sessions for volunteers to support fundraising activities.
- Manage the detail of the fundraising volunteer plans, knowing and understanding targets and reporting on these.
- Organise and conduct training sessions for volunteers.
- Update and maintain the Volunteer database in a timely and accurate manner.
- Ensure that data held within the Volunteer database is stored in accordance with GDPR.

Other

- Able to travel nationally or internationally at short notice, liaising with donors and beneficiaries at a range of community events.
- Comply with all policies, procedures, legal and regulatory requirements.
- Any other duties commensurate with the accountabilities of the post
- Ensure compliance with the Fundraising Regulator and the new GDPR guidelines.
- Conduct Due Diligence on all speakers, suppliers etc.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to degree standard or equivalent	Desirable	Application
Institute of Fundraising (Practitioner Level) Short Course	Desirable	Application
NCVO Volunteer Management	Desirable	Application
Experience & Knowledge:		
Experience in building and delivering a fundraising programme and of securing income across a range of fundraising disciplines, especially from individuals and major donors.	Essential	Application and Interview
A clear understanding of the different types of Muslim organisations and the Muslim community.	Essential	Application and Interview
Experience of direct accountability for financial or other targets.	Essential	Application and Interview
Track record of meeting yearly income targets	Essential	Application and Interview
Experience of creating and successfully implementing a fundraising strategy.	Essential	Application and Interview
Exposure to a large pool of volunteers to assist with fundraising activities.	Desirable	Interview
Experience of organising volunteer-led fundraising challenges and events	Desirable	Interview
Knowledge of varied funding sources and structures	Desirable	Application and Interview
Awareness of key current issues impacting relevant fundraising markets.	Desirable	Application
An understanding and awareness of the value of social media and their fundraising potential.	Essential	Application and Interview
Knowledge of digital fundraising techniques	Desirable	Application
Knowledge of BME and faith-based communities	Essential	Application
Skills & Abilities:		
An ability to stage fundraise/give announcements at mosques/events/schools	Essential	Interview
Strong organisational and planning skills	Essential	Interview
Able to inspire people and to develop long-term relationships, with the gravitas to gain the trust and respect of relevant internal and external stakeholders.	Essential	Interview
Able to communicate information in an enthusiastic, engaging way.	Essential	Interview
Able to refine and implement plans to increase activity/campaign effectiveness.	Essential	Application and Interview

Travel to and attend fundraising events on behalf of the charity as required, including evenings and weekends.	Essential	Interview
Ability to write proposals and reports	Essential	Application and Interview
Excellent written and verbal communication skills	Essential	Application and Interview
Good negotiation, analytical and problem solving skills	Essential	Interview
Ability to work under pressure and on own initiative.	Essential	Interview
Ability to delegate tasks to volunteers	Essential	Interview
Ability to carry out projects from conception to completion within a set budget	Essential	Application and Interview
Ability to establish relationships with key stakeholders	Essential	Application and Interview
Ability to work unsociable hours if needed (evenings and weekends)	Essential	Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	Interview
Commitment to Muslim Aid's ethos	Essential	Interview
Commitment to equality of opportunity and diversity	Essential	Interview
Commitment to Muslim Aid's Child and Vulnerable Adults Policy and Procedure	Essential	Interview

You will display the competencies below:

Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR

Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	