



Job Description

Job title: Fundraising Officer (Community)

Reporting to: Operations Manager

Position Type: Full time

Salary: Competitive

Location: Northwest London

Start Date: ASAP

Deadline: 23:59, 24th October 2021

Purpose of the role:

The Zahra Trust is looking for a success-driven Community Fundraising Officer to join its dedicated team. With a proactive, dynamic and innovative approach, the ideal candidate will have an excellent track record of reaching and exceeding targets. Reporting to the Operations Manager, the successful candidate will develop, lead and implement fundraising strategies on behalf of The Zahra Trust across the UK. Working closely with all other relevant teams in The Zahra Trust London office, the post holder will also be expected to raise a set target across one year whilst enhancing the reputation of the organisation and building upon its set of contacts in target communities across the UK.

Job duties:

Initiatives

- Plan and deliver fundraising initiatives at local and national level
- Raise funds and awareness within the UK through contact with mosques, schools, businesses, community groups and the general public.
- Establish and maintain contacts - donors, volunteers, local community leaders & external organisations.
- Research and identify local market - strengths, weaknesses, opportunities and threats.
- Research and develop new ways of raising funds.

Events

- Organise and coordinate fundraising and promotional events in the UK.
- Ensure that local fundraising events, activities and collections etc. run effectively and are well planned, marketed and supported
- Assist in the coordination and implementation of national events when required.
- Coordinate national events upon request from line managers.
- Attend, promote & raise funds for The Zahra Trust at any event organised by third parties.
- Draw up and implement regional plans
- Draw up and implement regional annual/ campaign/activity plans with line managers according to agreed objectives and budgets
- Coordinate plans with other key personnel and volunteers.
- Anticipate and overcome potential problems.

Volunteer Coordination

- Develop strong volunteer networks across the region
- Ensure volunteers are recruited to support The Zahra Trust activities.
- Ensure all volunteers working with The Zahra Trust are properly registered, inducted, trained and developed.
- Maintain and update a volunteer database.
- Oversee aspects of work where volunteers are involved.

Administration

- Fulfil administrative duties in relation to responsibilities.
- Maintain an organised and accessible filing and documentation system.
- Fulfil all obligations with regard to the taking and processing of donations.
- Ensure relevant reports are completed within agreed time frames.

Meetings

- Attend events & meetings and ensure actions are followed up.
- To participate in events & meetings requested by the line manager and others associated with the work above.

Communication

- Ensure Communication procedures are adhered to.
- Respond to local enquiries from supporters and institutions about The Zahra Trust's work.
- Liaise with management as required.

- Communicate with external organisations including the local media, local authorities, mosques, etc and make presentations to audiences.
- Communicate with relevant departments and staff.
- Communicate performance with line manager.
- To ensure regular reporting on activities, campaigns and produce an end of year report.

Person Specification

Essential Experience

- Experience in a similar role.
- Demonstrable track record of sales/fundraising.
- Successful, significant and relevant achievement in a comparable national/international organisation.
- Experience of utilising the strength of an organisation brand for charity/business development.
- Proven track record of meeting challenging targets.
- Proven ability to build, manage and develop key stakeholder, client and donor relationships.
- Experience of developing and implementing strategic and business plans.
- Effective communication of information to large and diverse groups.

Personal Skills and Attributes Essential to the role:

- Full UK driver's license
- Flexible and pro-active approach
- Organised and attention to detail
- Ability to solve problems
- Strong team player
- Cultural sensitivity
- The ability to identify issues in advance
- The ability to quickly understand new ideas and concepts
- Operates by and upholds The Zahra Trust's philosophy and values
- Right to live and work in the UK
- Ability to travel throughout the UK and to remote areas overseas when required.