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| Job Title: | Fundraising Assistant |
| Department: | Fundraising |
| Location: | London, Midlands and North |
| Reports to: | Fundraising & Volunteers Coordinator |
| Line Management responsibility: | N/A |
| Budgetary Responsibility: | None |
| Child safeguarding level: | This role will require a Basic 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:

Their Fundraising Assistants responsibilities will involve participating in collections and events to raise funds. These individuals will play a crucial role in guaranteeing the secure storage and prompt utilisation of all funds and pledges. Additionally, they will collaborate with volunteers and coordinate their involvement in diverse fundraising endeavours, such as events, mosque activities, and street collections. These roles are instrumental in advancing the expansion of Muslim Aid initiatives in strategically designated areas, as determined by the Fundraising & Volunteers Coordinator.

Main Responsibilities:

Fundraising and Volunteers:

1. To support activities and events to complement the fundraising strategy and work-plan.
2. To ensure maximum engagement and fundraising on a community level across Mosques and relevant institutions
3. To ensure volunteers are engaged and feel a sense of connection with the work of Muslim Aid whatever the nature of their contribution.
4. To contact Mosques through the Mosque Database for collections, fitrana and general support
5. To maintain communication and follow up with relevant stakeholders (donors, supporters, and volunteers etc)
6. To ensure that all funds are banked in a timely manner and in accordance with the cash handling policy.
7. To contact local organisations for fundraising collections when required
8. To assist with creating notes for Presenters during Muslim Aid Live Appeals.
9. To provide administrative assistance to the fundraising & volunteers coordinator
10. To plan and execute events, challenges and community activities set by the fundraising department.
11. To recruit and retain a set of volunteers within locations set by the fundraising department.

Other:

12. To be able to travel nationally at short notice.
13. Might be required to work unsocial hours (evenings, weekends, bank holidays)
14. To comply with all policies, procedures, legal and regulatory requirements
15. To ensure compliance with the Fundraising Regulator and the new GDPR guidelines
16. Maintain and store all records in line with MA document management and IT policies

17. Any other duties commensurate with the accountabilities of the post.

Criteria for the role:

1. Ability to align activities and events with the established fundraising goals and objectives.
2. Proven experience in developing and maintaining strong community engagement, particularly within Mosques and relevant institutions.
3. Track record of successfully raising funds on a community level.
4. Ability to create a welcoming and inclusive environment for volunteers.
5. Experience in effectively engaging and motivating volunteers to contribute to the Muslim Aid's mission, regardless of their role or level of involvement.
6. Proficiency in establishing and maintaining positive relationships with Mosques.
7. Strong communication skills, including the ability to effectively communicate with donors, supporters, volunteers, and other relevant stakeholders.
8. Excellent organisational and time-management skills to manage and prioritise various tasks and responsibilities effectively.
9. Ability to adapt to changing circumstances and proactively address challenges that may arise in fundraising and community engagement efforts.
10. Strong passion and commitment to the mission and values of Muslim Aid.
11. Willingness to work collaboratively to advance the Muslim Aid's goals.
12. Adherence to high ethical standards in fundraising and engagement activities, including transparency and accountability.
13. Proficiency in reporting and documenting activities, outcomes, and contributions to the fundraising strategy.

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

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